

# Disclosure and Barring Service (DBS) Certificates Policy

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## 1. General principles

As an organisation using the DBS to help assess the suitability of applicants for positions of trust, The JCB Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The academy also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters which is available to those who wish to see it on request.

## 2. Online checks

Individuals can choose to subscribe to the DBS Update Service which allows them to keep their criminal record certificate up-to-date so that they can take it with them from role to role within the same workforce. This means the academy can, with the individual's consent, carry out a free, instant online check of an individual's certificate to check that it is up-to-date.

## 3. Storage and access

Certificate information is kept securely, in a lockable, non-portable storage cupboard with access strictly controlled and limited to those entitled to see it as part of their duties.

## 4. Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The academy maintains a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## 5. Usage

Certificate information is only used for the specified purpose for which it was requested and for which the applicant's full consent has been given.

## 6. Retention

Once a recruitment (or other relevant decision) has been made, certificate information is not kept for any longer than is necessary. This is generally for a period of six months to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the DBS will be consulted about this and full consideration will be given to the data protection and human rights of the individual concerned before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

## 7. Disposal

Once the retention period has elapsed, any DBS certificate information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, certificate information is not kept in any insecure receptacle, e.g. waste bin or confidential waste sack. Photocopies or other images of certificates, or copies or representation of the contents of certificates, are not kept. However, notwithstanding the above, the academy may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

### **Related policies/procedures:**

Recruitment of Ex-Offenders Policy

Staff Recruitment and Selection Policy and Procedures

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