



POLICY ON THE HANDLING AND SAFEKEEPING OF DBS CERTIFICATE INFORMATION

General principles

As an organisation using the Disclosure and Barring Service to help assess the suitability of volunteers for positions of trust, CARE in East Grinstead and Lingfield aims to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under all current GDPR (General Data Protection Regulation) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information.

Care Check is a leading umbrella body for the Disclosure and Barring Service and has been named and listed as one of the top providers for criminal record checks in the UK. CARE now uses this organisation to process DBS checks. The application process is online. "Certificate information" includes the record of interview by the CARE Volunteer Manager. Once approved, the DBS Certificate is returned direct to the volunteer. The Volunteer Manager is notified by Care Check by e mail of the DBS certificate number and that the application has been approved. Once the DBS certificate has been issued, all initial notes are securely destroyed. The only DBS information retained is a record of the DBS certificate number.

Storage and access

Certificate information is kept securely with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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. We are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a volunteer has been accepted, we do not keep Certificate information for any longer than is necessary and will give full consideration to the Data Protection and Human Rights of the individual. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once a volunteer's association with CARE ceases, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.

Policy review

The policy will be reviewed at the first meeting of the incoming Executive Committee after the Annual General Meeting each year. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

March 2024

