

# Sunbeams Play

A haven for children and  
young people with Autism

## Employment

### 2.1A Handling of DBS Certificate Information

#### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help access the suitability of applicants for positions of trust, Sunbeams Play complies fully with the 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 the Data Protection Act of 1998 and GDPR 2018 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.

#### Storage and access

Certificate information is kept securely, in a lockable, non-portable, storage containers 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 maintain 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 not entitled to receive it. Those who are authorised to deal with Disclosure information are:

- Susan Carr – Data Protection Officer/Deputy Manager

#### 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 recruitment (or other relevant) decision has been made, we do not keep certificate information any longer than is necessary. This is generally for a period up to six months, to allow the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information longer than six months, we will consult the Disclosure and Barring Service and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this

time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste stack). We will not keep any photocopy or other image of the certificate or representation of the contents of a certificate. However notwithstanding the above, we 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 certificates and the details of the recruitment decision taken.

Policy review date: May 2019

This policy was adopted at a meeting \_\_\_\_\_ name of  
of \_\_\_\_\_ setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_