



**A world in which Autism is celebrated.**

Registered Charity No. 1152188

## **Employment**

### **39. 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 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 2018 (GDPR) & the Data (use and Access) Act 2025 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**

These confidential records are stored securely in a cloud-based electronic filing system. Access is limited to authorised staff members and is protected by secure login credentials and access controls. The Manager is responsible for maintaining the security and confidentiality of these records.

#### **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/CEO
- Sarah Southernwood- 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 deleted by secure means. 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.

This policy was adopted on	20 <sup>th</sup> April 2015
Policy updated	June 2026
Date to be reviewed	April 2027
Signed on behalf of the management committee	
Name of Signatory Susan Carr	
Role of Signatory CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	19/06/2026