

# DBS Policy

Version:	Feb/2016
Written by:	Operations Manager (Liverpool)
Reviewed/amended by:	n/a
Approved by:	Principal (Manchester)
Implementation Date:	22/02/2016
Next Review Date:	December 2016
Related Policies/Procedures:	Recruitment Policy; Recruitment and Employment of Ex-Offenders; Data Protection Policy; Equality and Diversity Policy; Staff Handbook
Policy Owner:	HR Co-ordinator
Amendments:	n/a
Date:	n/a

## 1. Policy Statement

- 1.1. As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, New College Group complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. New College Group 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. Scope of the Policy

- 2.1. The provisions of this policy apply to any NCG staff member who, because of their job, is involved, to whatever extent and degree, in the handling, use, storage, retention and disposal of DBS certificates.

## 3. Storage and access of DBS Certificates

- 3.1. Certificate information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## 4. Handling of DBS Certificates

- 4.1. 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 who is not entitled to receive it.

## 5. Usage of DBS Certificates

- 5.1. 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.

## 6. Retention of DBS Certificates

- 6.1. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.
- 6.2. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this 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.

## 7. Disposal of DBS Certificates

- 7.1. 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 sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.
- 7.2. However, notwithstanding the above, we will 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.

## 8. Policy Implementation and Review

- 8.1. This policy comes into effect after official approval by the Principal (Manchester), who will also establish the date of implementation. As part of the implementation process, this policy will be made known to relevant staff members by e-mail or any other means deemed suitable. An electronic copy of this policy will be stored in the company's shared drive.
- 8.2. The policy will also be made available to the general public via its publication on the company's website.

8.3. This policy will be reviewed regularly either:

8.3.1. In light of changes in legislation or any other significant regulations;

8.3.2. In any case, once a year from the date of implementation.