

POLICY AND PROCEDURE



SoLO
Life
Opportunities

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Charity No. 1102297
England Company No.
5025939

DBS: Secure storage, handling, use, retention and disposal of Disclosure Information

Category: staff and volunteers

Policy Statement

General principles

As an organisation using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, SoLO Life Opportunities (SoLO) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and this written policy on these matters, is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and 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.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure 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 Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

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Organisation: SoLO Life Opportunities
Last Reviewed: 9.9.2015
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Usage

Disclosure 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 Disclosure 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 individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure 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 Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Internal Procedures for the handling of DBS documentation

1. DBS application forms

Once the form has been completed (or partially completed) with personal details it must be treated as a confidential document. It must not be left in a public place and, when it is required off the premises (when being completed by a volunteer for instance) it must be kept, where possible, in a secure place and returned to the office as soon as possible. Under no circumstances must it be shown to another person.

If there is a delay in processing the DBS form (if for instance the countersignatory is not in the office), the form must be put into the locked DBS drawer in the file (DBS forms awaiting processing).

2. Disclosure forms

Because completed disclosures are the personal property of the individual and, under new DBS procedure, only one copy is issued to that individual, SoLO as a countersignatory organisation does not now receive individual copies of disclosures.

Staff and volunteers are therefore required to bring in their disclosures, once received, to the SoLO office, in order that the details can be logged securely. They are also encouraged to sign up to the online registration with DBS in order for their disclosure record to be updated.

3. If a DBS form or a disclosure form goes missing

Every effort must be made to ensure that these documents are accounted for and do not get mislaid or stolen. In the event that a document is missing the following steps must be taken:

- Inform CEO immediately
- If, in the event that a break in has occurred, or there is a suspicion that the form has been stolen, the police must be notified
- The DBS central office must be notified with the details of what is missing and how it has gone missing. The DBS will then give advice on how a replacement can be obtained.

4. General guidelines

Any information regarding DBS which contains personal information is sensitive data and must be treated as such. Wherever possible it must be locked away in the DBS drawer.

Linked with: Data Protection Policy