

POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURE AND BARRING SERVICES (DBS) CERTIFICATES AND CERTIFICATE INFORMATION

1. General principles

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the University of Huddersfield complies 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 the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has produced this policy on these matters. The University's Data Protection Policy covering the treatment of personal data may also be accessed via the University's information governance webpages.

2. Storage & Access

Certificate information, its content or any representation of the same must not be stored in any form other than printed upon paper and must never be kept on an applicant's personnel file or student record. Certificates and related information must be 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. Notwithstanding the above, we may keep on record the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the post or course for which the Certificate was requested and the unique reference number of the Certificate.

3. 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 and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. Usage

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

5. Retention

Once a staff recruitment, student admission, or other relevant decision has been made, we do not keep certificate information, its content or any representation of the same for any longer than is absolutely necessary and for a maximum of six months following the recruitment decision, to allow for the consideration and resolution of any disputes or complaints.

If in 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 an individual's Data Protection and Human Rights before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal

Once the retention period has elapsed, we will ensure that any Certificate information, its content or any representation of the same, is immediately suitably 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).

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Policy on the Secure Storage of DBS Certificates
Version Number:	V1.1
Equality Impact Assessment:	Not required
Approved by:	University Secretary
Date Approved:	21 July 2021
Next Review required by:	21 July 2024
Author:	University Solicitor
Owner (if different from above):	University Secretary
Document Location:	https://www.hud.ac.uk/media/policydocuments/Policy-on-the-Secure-Storage-of-DBS-Certificates.pdf
Compliance Checks:	Audits by School/Disclosure Managers and DBS Audit.
Related Policies/Procedures:	Data Protection Policy

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.1	21 July 2021	Reviewed by University Secretary (no changes required)	University Solicitor
V1.0	07 Sept 2018	First re-draft under the Policy Framework. Minor changes to reflect the General Data Protection Regulation (GDPR)	University Solicitor