Secure Storage, Handling, Use, Retention & Disposal ofDisclosures & Disclosure Information

Policy statement

General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Vision for Education, ABC Teachers and Smart Teachers comply fully with the Government's DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and a Data Retention Policy and Privacy Policy on these matters, which is available on our websites.

Storage and access

Disclosure information is kept digitally with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Original disclosure information is securely destroyed once it has been stored digitally.

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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.

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 candidate is cleared to work, our copy of the DBS certificate is deleted from our system.

The DBS application form is retained on the candidate file where applicable in order to verify information submitted to the DBS which may not appear on the final certificate.

Positive DBS certificates are kept for the duration of the candidate's employment with the company and will be deleted in line with our Data Retention Policy.

Disposal

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.

Covid 19 – Amendments to Policy

During the COVID-19 pandemic, copies of DBS certificates were stored digitally on candidate's file in order to facilitate verification post pandemic.