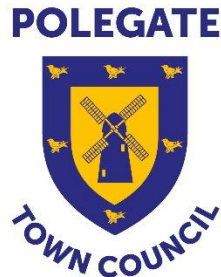


Polegate Town Council



STORAGE OF DBS DISCLOSURES POLICY

Policy Number 20		
Issue No.	Date completed	Details of amendments
1	June 2006	Adopted at Annual Stat Meeting
2	May 2007	Adopted at Annual Stat Meeting
3	May 2008	Adopted at Annual Stat Meeting
4	May 2009	Adopted at Annual Stat Meeting
5	May 2010	Adopted at Annual Stat Meeting
6	May 2011	Adopted at Annual Stat Meeting
7	May 2012	Adopted at Annual Stat Meeting
8	May 2013	Adopted at Annual Stat Meeting
9	May 2014	Adopted at Annual Stat Meeting
10	May 2015	Adopted at Annual Stat Meeting
11	23.05.16	Adopted at Annual Stat Meeting
12	22.05.17	Adopted at Annual Stat meeting
13	21.05.18	Adopted at Annual Stat meeting

14	20.05.19	Adopted at Annual Stat Meeting
15	05.05.21	Adopted at Annual Stat Meeting
16	05.05.22	Adopted at Annual Stat Meeting
17	22.05.23	Adopted at Annual Stat Meeting
18	20.05.24	Adopted at Annual Stat Meeting
19	19.05.25	Adopted at Annual Stat Meeting
20	11.05.26	Adopted at Annual Stat Meeting

1. Introduction

1.1 This policy is designed to ensure that Polegate Town Council has a system in place for the safe storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) disclosures and disclosure information.

2. Key Points

- Polegate Town Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information
- DBS disclosure information is only passed to those who are authorised to receive it in the course of their duties
- The Council maintains a record of those to whom disclosures or disclosure information has been revealed
- The Council does not keep disclosure information for any longer than is necessary, generally up to six months
- Disclosure Information is destroyed by shredding once the retention period has elapsed
- The Council will keep a record of the date of issue of a disclosure, the name of the subject, the type requested, the position for which it was requested, the unique reference number and the details of the recruitment decision taken

3. Principles

3.1 As an organisation using the DBS disclosure service to help assess the suitability of applicants for positions of trust, Polegate Town Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information.

3.2 The Council complies fully with obligations under the Data Protection ACT 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of disclosure information.

4. Receipt of DBS Disclosure

4.1 DBS disclosure information is handled only by those who jobs deem it essential, and its treated with all due confidentiality and discretion, in accordance with the Data Protection Act 1998.

5. Storage and Access

5.1 Disclosure information is 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.

6. Handling

6.1 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. The council maintains a record of all those whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone else who is not entitled to receive it. Failure to comply with this could result in disciplinary action and/ or criminal proceedings.

6.2 In instances where employees supply a copy of their DBS disclosure certificate to their local manager for purposes of providing that they have a valid DBS check the DBS certificate will be handled, stored, disclosed, and destroyed in line with this policy. Any queries relating to the DBS disclosure will be directed to the Town Clerk

7. Usage

7.1 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.

8. Retention

8.1 Once a recruitment (or other relevant) decision has been made, the Council do not keep disclosure 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. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, the Council will consult the DBS about this and will consider the data protection and human rights of the individual before doing so.

8.2 Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. Regarding the retention of DBS disclosures for employees in social care services, the Council will need to retain a copy of these DBS disclosures for twelve months from the date the disclosure certificate is received, after which the certificate must be shredded.

9. Disposal

9.1 Once the retention period has elapsed, the Council will ensure that any disclosure information is immediately destroyed securely by shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack.) the council will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure.

9.2 However, notwithstanding, the above, the Council will keep a record of the date of issue of 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.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/ Proper Officer/ RFO