



**CARE** In East Grinstead  
and Lingfield  
REGISTERED CHARITY NO. 800348

## **POLICY ON THE HANDLING AND SAFEKEEPING OF DBS CERTIFICATE INFORMATION**

### **General principles**

As an organisation using the Disclosure and Barring Service to help assess the suitability of volunteers for positions of trust, CARE in East Grinstead and Lingfield aims to comply 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 all current GDPR (General Data Protection Regulation) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information.

“Certificate information” includes the record of interview by the CARE Volunteer Manager, the DBS application form, the application form number and the unique reference number of the DBS certificate. The DBS Certificate is returned to the volunteer and is only seen by the CARE Volunteer Manager for the purpose of verification. Once the DBS certificate has been verified, all initial notes and application form, etc. are securely destroyed. The only DBS information retained is a record of the DBS application number and the DBS certificate number.

### **Storage and access**

Certificate information is kept securely 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, Certificate information is only passed to those who are authorised to receive it in the course of their duties. We are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

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.

**Retention**

Once a volunteer has been accepted, we do not keep Certificate information for any longer than is necessary and will give full consideration to the Data Protection and Human Rights of the individual. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

**Disposal**

Once a volunteer's association with CARE ceases, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.

**Policy review**

The policy will be reviewed at the first meeting of the incoming Executive Committee after the Annual General Meeting each year. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

*September 2018*