

## Lockett & Co: Policy for the Handling of DBS Certificate Information

### **1. General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Lockett & Co complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

Lockett & Co also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **2. Storage and access**

Certificate information will be 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.

### **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. Lockett & Co maintain a record of all those to whom certificates or certificate information has been revealed and 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 for which the applicant's full consent has been given.

### **5. Retention**

Once the individual application process is complete, Lockett & Co do not keep certificate 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 certificate information for longer than six months, Lockett & Co will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail

## **6. Disposal**

Once the retention period has elapsed, Lockett & Co will ensure that any DBS certificate information is immediately destroyed by secure means, for example 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). The certificate should be destroyed in accordance with the code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>).

Lockett & Co will not keep any photocopy or other image of the certificate or any copy of the representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of the issue of a certificate, the name of the subject, the type of certificate requested, the purpose for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## **7. Acting as an umbrella body**

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or organisations), Lockett & Co will take all reasonable steps to satisfy ourselves that they (other employers or organisations) will handle, use, store, retain, and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

Lockett & Co will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, Lockett & Co will provide a model policy for that body or individual to use or adapt for this purpose.