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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**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, we comply fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The umbrella organisation used by St. Andrew’s College Cambridge is Civil & Corporate Security

We also comply 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 a written policy on these matters, which is available to those who wish to see it on request.

**STORAGE AND ACCESS**

Certificate information will be kept securely on line via Civil and Corporate Security and on a secure webserver within the college 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 during their duties. We maintain a record of all those to whom certificates, or certificate information has been revealed and understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

The College is inspected by Ofsted, we are legally entitled to retain the DBS certificate for the purposes of inspection. In addition, we may require retention of certificates to demonstrate ‘safer recruitment’ practice for safeguarding. This practice is compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation’s policy on the correct handling and safekeeping of DBS certificate information

**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 recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for completing safeguarding audits.

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

**DISPOSAL**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning or if applicable returned to the individual certificate holder. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

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

**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 recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and in full accordance with this policy.

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