

Storage, use and handling of disclosures and disclosure information

General principles

As an organisation using the Disclosure and Barring service (DBS) to help assess the suitability of applicants for positions of trust. Grindleford and Eyam Playgroup (GEP) complies with the Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply with the obligations of the General Data Protection Regulations 2018 (GDPR).

Recruitment

Disclosure information is only shared with those who are authorised to receive it in the course of their duties. At GEP this will be the nominated lead person and counter signatory supplied to our DBS umbrella body (CAPITA). During the recruitment process the disclosure information will be made available to the delegated sub-committee to enable them to make an informed decision.

Access and handling

Certificates remain the property of the individual. GEP authorises the Chair and the Supervisor to process the certificate. They will ask the staff member or volunteer for sight of the original certificate; they will record 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 and sign the log. If the staff member/volunteer has joined the DBS update service GEP will ask permission to check the status of the individual's certificate.

Storage of confidential documents

During the application process GEP will take copies of the identification documentation provided by the individual. These documents will be kept securely by either GEP's nominated lead (Liz Tiplady) or counter signatory (Sophie Grant). This information will be used to verify the applicant's identity, date of birth and address.

Once the application has been completed these documents will be shredded.

We ask individual's to bring in their certificate for GEP to record the number and date of issue, we do not photocopy the certificate or share it's contents with any unauthorised persons. The log of certificate numbers is kept on site in a locked cupboard.

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, we will 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.

We also confirm that no electronic copies of certificates will be retained in any format outside of the online DBS Management system and that all E-results will be deleted from the recipient's inbox.

Incomplete Applications

If online applications are not completed in full, they are removed from the system.