

# Trinity Christian School Nursery, Primary & Secondary



**TRINITY**  
**CHRISTIAN SCHOOL**

## DBS Secure Storage and Handling Policy

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Policy to be seen and reviewed by Governors

Governor's signature/s:

Roy Jeffrey: ..... Date: .....

Ray Fawcett: ..... Date: .....

Rob Williams: ..... Date: .....

David Tyler: ..... Date: .....

## DBS Secure Storage and Handling

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Trinity Christian School complies fully with the 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 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

Disclosure information is kept securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official 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. The school maintains a record of all those to whom certificate or certificate information have been revealed and the school recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

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.

### Retention

Trinity Christian School is registered with ISI (Independent School Inspectorate) who come under Ofsted and therefore we may be legally entitled to retain the certificate for the purposes of inspection.

In addition, we may retain certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits. This practice will be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within this policy on the correct handling and safekeeping of DBS certificate information.

The conditions regarding safe handling and storage will continue to apply.

### Disposal

Once the retention period has lapsed, the school will ensure that any certificate information is immediately and appropriately destroyed (e.g. by shredding). While awaiting destruction, certificate information will continue to be kept securely. The school will not keep any original documents or copies relating to the disclosure certificate. However, the school will keep a record of the reference, type of disclosure, the position for which it was requested and the date, for the duration of employment.

### The relationship with CCPAS as an Umbrella Organisation

The school accepts that the CCPAS Disclosure Unit, as the umbrella organization, has a responsibility to ensure, as far as possible, that the school complies with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. The school undertakes to keep CCPAS informed of any changes in the organization, personnel or practices which could materially affect the school's ability to work within these expectations.

**Revision Date     Spring 2020**