

## **DBS DATA HANDLING POLICY**

### **THE SECURE STORAGE, HANDLING, USE, RETENTION, DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION FROM THE DISCLOSURE AND BARRING SERVICE AND UMBRELLA SERVICE PROVIDER (SURREY COUNTY COUNCIL)**

#### **GENERAL PRINCIPLES**

As an organisation using the Disclosure & Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Godalming Town Council complies 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 the General 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 and published on the Council's website.

#### **STORAGE AND ACCESS**

Certificate information is to 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.

#### **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. Godalming Town Council will 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.

#### **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, Godalming Town Council does not keep certificate information for any longer than is necessary. Retention of certificates is in accordance with Godalming Town Council's Document Retention Policy, which states that information relation to employment applications will be retained as follows:

- duration of employment for successful applicant; and
- 1 month after vacancy filled.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than the stated periods, Godalming Town Council will consult Surrey County Council as the umbrella service provider for the Town Council 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.

#### **DISPOSAL**

Once the retention period has elapsed, Godalming Town Council 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). Godalming Town Council will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.