



DBS Disclosure Policy

Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.

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, St Albans School 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 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.

Storage & Access

Access to certificate information is strictly controlled and limited to those who are entitled to see it as part of their duties, namely the Headmaster, the Head's PA (the Second Master when acting for the Head), the Deputy Head – Staff, the Designated Safeguarding Lead, the Bursar, HR Manager and the HR Administrator. Certificate information is kept in digital form on School networks/servers and also in hard copy files kept securely, in lockable, non-portable, storage containers.

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 (staff detailed above). We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

We do not normally request a DBS certificate prior to the offer of a position. Such an offer is made conditional upon the certificate results being satisfactory. Certificate information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

We do not keep certificate information for any longer than is necessary (up to six months at the very longest). The School does retain some certificate information in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits and to aid resolution of any disputes or complaints. This practice is compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR). Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

After the retention period has lapsed, or sooner, we ensure that certificate information is suitably destroyed by secure means, i.e. 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).

We will not keep any photocopy or other image of the certificate results. However, notwithstanding the above, we will 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 certificate and the details of the recruitment decision taken.