



## **STORAGE OF DISCLOSURE AND BARRING SERVICE (DBS) DISCLOSURE POLICY**

Policy for the safe storage, handling, use, retention and disposal of DBS Disclosure and Disclosure information.

### **KEY POINTS:**

- Derby Montessori School complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS Disclosures and Disclosure information.
- DBS Disclosure information is only passed to those who are authorised to receive it in the course of their duties.
- Derby Montessori School maintains a record of those to whom Disclosures or Disclosure information has been revealed.
- Derby Montessori School does not keep Disclosure information for any longer than is necessary, generally up to six months.
- Disclosure information is destroyed by shredding once the retention period has elapsed.

Derby Montessori School will keep a record of the date of issue of a Disclosure, the name of the subject, the type requested, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

### **1. GENERAL PRINCIPLES**

As an organisation using the DBS Disclosure Service to help assess the suitability of applicants for positions of trust, Derby Montessori School complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS Disclosures and Disclosure information. Derby Montessori School complies fully with obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### **2. RECEIPT OF DBS DISCLOSURES**

DBS Disclosure information is handled only by those whose jobs deem it essential, and is treated with all due confidentiality and discretion, in accordance with the Data Protection Act 1998.

### 3. STORAGE AND ACCESS

Disclosure information is 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.

### 4. HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. Derby Montessori School maintains a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. Failure to comply with this could result in disciplinary action and/or criminal proceedings.

In instances where employees supply a copy of their DBS Disclosure certificate to their local manager for purposed of proving that they have a valid DBS check the DBS certificate will be handled, stored, disclosed and destroyed in line with this policy. Derby Montessori School will direct any queries relating to the DBS Disclosure to their Personnel and Training contact.

### 5. 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.

### 6. RETENTION

Once a recruitment (or other relevant) decision has been made, Derby Montessori School do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, Derby Montessori School will consult the DBS about this 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.

The original DBS checks do not need to be retained for the purposes of inspection but it is necessary to be able to show that a record has been kept of it. Once the inspection has taken place this information should be destroyed in accordance with the Code of Practice.

### 7. DISPOSAL

Once the retention period has elapsed, Derby Montessori School will ensure that any Disclosure information is immediately destroyed by securely shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Derby Montessori School will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, Derby Montessori School 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.