

---

# Disclosure and Barring Service Code of Practice

---

## 1. Introduction

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Bishop Auckland College Group (the Group) complies fully with the DBS Code of Practice regarding the correct handling use, storage, retention and disposal of disclosures and disclosure information.

It also complies fully with its obligations under the General Data Protection Act Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, handling, storage, retention and disposal of certificate information and has a written policy on these matters.

## 2. Storage & Access

Certificate information is kept securely, in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties. The College Group uses an e-safeguarding service which stores information in line with the DBS Code of Practice.

## 3. 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. We maintain a record of all those to whom certificate 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.

Information about the certificate will be held in line with requirement for Ofsted and the Department of Education (please see separate guidance: Keeping Children Safe in Education)

## 4. 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.

## 5. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate 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, complaints or audits. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will fully consider 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.

## 6. Disposal

---

Once the retention period has elapsed we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. The service provider will ensure that this is completed where using the electronic service. 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 or any copy or representation of the contents of a certificate. 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.

**For further Information please contact:**

**Lisa Campbell**  
**Head of Human Resources**

**October 2022**

---