

YOUNG SOLUTIONS WORCESTERSHIRE
SECURE HANDLING OF DISCLOSURE AND BARRING SERVICES (DBS)
INFORMATION – Updated February 2021

Young Solutions uses the Disclosure and Barring Service checking service to help assess the suitability of applicants for positions of trust.

Young Solutions 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 Data Protection Act 1998 and GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information is contained in Young Solutions staff handbook.

Storage and access Certificate information is kept securely, in lockable, non-portable storage with access strictly controlled and limited to those members of staff and trustees 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. We maintain a record of all those to whom certificates or certificate information has been revealed and recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

DBS 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.

Once a recruitment (or other relevant) decision has been made, Young Solutions does 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 or complaints. 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 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.

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle.

Young Solutions will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, Young Solutions 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 certificates and the details of the recruitment process.

Young Solutions, as an Umbrella Body, will take all reasonable steps to handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy. We will also ensure that organisations or individuals, at whose request applications for DBS certificates are countersigned, has such a written policy. If necessary Young Solutions will provide a model policy for that body or individual to use or adapt for this purpose.