



SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DBS DISCLOSURES AND DISCLOSURE INFORMATION POLICY FOR THE VIABLES COMMUNITY ASSOCIATION

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Viabes Community Association 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 **Data Protection Act 2018** and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available to those who wish to see it on request.

STORAGE AND ACCESS

Disclosure information is kept securely in password protected folders only accessed by staff and Trustees that need to be able to access that information for the purpose of checking suitability.

HANDLING

In accordance with the current Police Act, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all those to whom Disclosures or Disclosure information has been revealed and acknowledge that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

USAGE

The Association will only use Disclosure information 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, ~~it~~ it is expected that we will need to retain records of DBS checks for a period of six months. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

DISPOSAL

Once the retention period has elapsed, BVA are responsible for ensuring ~~they ensure~~ that any Disclosure information is immediately removed by secure means when processing applications made by the association for checks. No DBS records are kept in paper format.



The Association 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, we will keep a record of the date of issue of a Disclosure, the name of the subject, and may record 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.

Date reviewed: Feb 2023

Date of next review: Feb 2024