



# BROMSGROVE SCHOOL

## DBS: POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

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**BROMSGROVE SCHOOL**  
**DBS: POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for employment in a paid or voluntary capacity in posts involving responsibility for children, Bromsgrove School aims to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The School also complies fully with its obligations under the Data Protection Act and other relevant legislation relating to the safe handling, use, storage, retention and disposal of sensitive information and disclosure documentation.

**STORAGE AND ACCESS**

Disclosure information is never kept on an applicant's file and is always kept separately and 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.

**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. We maintain a record of all those to whom disclosures or disclosure information has been revealed and recognise that it is a criminal offence to pass information on to anyone who is not entitled to receive it. As part of the School's recruitment process, we will retain copies of identification documentation, e.g. passport. This information is kept separately and 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.

**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.

**RETENTION**

Once a recruitment decision has been made, we do not keep disclosure information for any longer than necessary. This is generally for a period of up to six months to allow for consideration of any disputes or complaints. If in exceptional circumstances it is considered necessary to retain the information for longer than six-months, we will consult the DBS and 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.

**DISPOSAL**

Once the retention period has elapsed the School will ensure that any disclosure information is immediately destroyed by secure means of confidential waste. Whilst awaiting destruction, disclosure information will not be kept in any insecure receptacle.

We will not keep any photocopy or other copy or representation of the contents of a certificate but the only information that School will retain in respect of your DBS check is the unique disclosure certificate number, the level of check taken and the date at which the certificate was issued. This information will be stored electronically on the HR system and the individual's personnel file, which is stored 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.