



WSRA POLICY No D2: Handling of DBS certificate information

1. Introduction

This policy relates specifically to the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information.

The code of practice states that all registered bodies must have a written policy on the correct handling and safekeeping of DBS certificate information. It also obliges registered bodies to make sure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

2. General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, West Somerset Railway Association (WSRA) 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 General Data Protection Regulation (GDPR), Data Protection Act 2018 as amended, The Data Protection (Fundamental Rights and Freedoms) Amendment Regulations 2023 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Depending on the nature of the activity for which the certificate is sought WSRA will either seek a Standard or an Enhanced Certificate.

- Generally working with minors or supervising minors will require an Enhanced DBS certificate.

WSRA will follow the process guidance provided by HMG when obtaining a DBS certificate taking account of the following: <https://www.gov.uk/government/publications/dbs-guidance-leaflets>

3. Storage and access

Certificate information should be 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

WSRA will act in accordance with sections 116A, 120 (The 2015 Revised code of Practice for disclosure and Baring Service Registered Persons) and 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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.

5. 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.

6. 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 two years, 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 two years, we will consult the DBS about this and will give full consideration to the General Data Protection Regulation, 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.

7. Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. 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 may 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 decision taken.

8. DBS logo

The DBS logo is protected by crown copyright, the copying and use of the DBS logo is not permitted without prior approval of the DBS.

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| Policy Author | Jacquie Green – General Manager |
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