

***Handling of Disclosure
and Barring Service
Certificates Policy***
March 2025



1. General principles

- 1.1 As an organisation using the DBS checking service to help assess the suitability of applicants for positions of trust, The JCB Academy complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The academy also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

2. Storage and access

- 2.1 Certificate information is held electronically with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. Handling

- 3.1 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. The HR Department maintains 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.

4. Usage

- 4.1 Certificate information is only used for the specified purpose for which it was requested and for which the applicant's full consent has been given.

5. Retention

- 5.1 Once a recruitment (or other relevant decision) has been made, certificate information is not kept for any longer than is necessary. This retention allows for the consideration and resolution of any disputes or complaints, the completion of the Single Central Record and may be necessary to demonstrate safer recruitment practice for the purpose of safeguarding audits. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal

- 6.1 Once the retention period has elapsed, any DBS certificate information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, certificate information is not kept in any insecure receptacle, e.g. waste bin or non-lockable confidential waste sack.
- 6.2 Photocopies or other images of certificates, or copies or representation of the contents of certificates, are not kept. However, the academy 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.



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