



Leeds Trinity  
University

# DBS Secure Storage, Handling, Use, Retention and Disposal Policy



# Leeds Trinity University

## **Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of DBS Disclosures and Disclosure Information**

### **General principles**

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Leeds Trinity University 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 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and access**

Completed DBS applications forms are stored securely until they are reviewed, counter signed and sent to the DBS. They are stored 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.

### **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 it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

### **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**

Completed DBS applications forms are stored securely until they are reviewed, counter signed and sent to the DBS. Identification documents are scanned and held electronically against an access restricted student record until a recruitment (or other relevant) decision has been made. We do not keep this information for any longer than is necessary and is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints or receipt of examination results. DBS form reference and disclosure numbers are stored against the electronic student record to assist with queries during the application process. The Disclosure number is available to the applicant only and is not communicated to third parties. We do not scan or retain copies of the DBS completed application form or disclosure certificates.

### **Disposal**

Once the retention period has elapsed, any scanned identification documents are permanently deleted from the electronic student record. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the unique reference number of the Disclosure and the details of the recruitment decision taken.