



## **Policy Statement on the Secure Handling of Disclosure and Barring Service (DBS) data**

### **General principles**

Pembrokeshire Coast National Park Authority (PCNPA) uses the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants wishing to work with vulnerable groups.

The Authority complies with the DBS 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 relevant Data Protection regulation and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

As part of this obligation, the Authority has agreed this policy. We will ensure that all applicants who are asked to undergo a DBS check are aware of the existence of the DBS Code of Practice and this policy.

The Authority will keep a record of the following information:

- date of issue of certificate
- name of subject
- type of certificate requested
- the position for which the certificate was requested
- the unique reference number of the certificate
- and details of the recruitment decision taken.

No photocopy or other image of the certificate will be kept by the Authority, nor any representation of the contents of the certificate.

### **Storage & Access**

Certificate information will be kept only where we have applicant consent and it will 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.

### **Handling**

In accordance with section 124 of the Police Act 1997, certificate information will only be passed to those who are authorised to receive it in the course of their duties. The Authority recognises that it is a criminal offence to pass this information to anyone who

is not entitled to receive it. We maintain a record of all those to whom certificates or certificate information has been revealed.

## **Usage**

Certificate information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## **Retention and Disposal**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is absolutely necessary giving full consideration to the Data Protection and Human Rights of the individual. Throughout this time, we will maintain the usual conditions regarding safe storage and strictly controlled access. Certificate information will be suitably destroyed by secure means.

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