

Policy on the handling, use, retention and disposal of DBS certificates

Introduction

All individuals or organisations using the Disclosure and Barring Service (DBS) to help assess information must comply fully with the DBS Code of Practice. Amongst other things, this obliges them to have a written policy on the correct handling, use, storage, retention and disposal of DBS certificates. As a Church of England (DBS) checking service we have adopted the following policy.

General principles

The United Reformed Church complies fully with the DBS Code of Practice regarding the correct handling, use, retention and disposal of DBS certificates. It is a requirement of the DBS Code of Practice that all individuals and organisations who use the DBS checking service must have a written policy on the correct handling, use, storage, retention and disposal of DBS certificates. This policy is intended to ensure that the United Reformed Church complies with the DBS Code of Practice and to provide guidance to all staff and volunteers who use the DBS checking service.

or, in the instances of DBS checks that contain content, on the case management system, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

