

Diocese of Carlisle policy on the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information.

General principles

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Diocese of Carlisle complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

2. It 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 and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

3. Disclosure information is 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

4. 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. 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.

Usage

5. Disclosure information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given. Applicant's consent will be requested at the point when they are asked to complete the disclosure application form. Documentary or electronic confirmation of that consent will be retained for the period allowed by the DBS and will then be destroyed or permanently deleted.

Retention

6. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary (generally 6 months). This retention will allow for the consideration and resolution of any disputes or complaints, confirming safer recruitment or completing safeguarding audits.

7. Throughout this time, the conditions regarding the safe storage and handling set out above will prevail.

Disposal

8. 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).

9. 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.

Acting as an umbrella body

10. The Diocese of Carlisle acts as an umbrella body on behalf of Parishes and other Church or related organisations within the Diocese. In its role as an umbrella body the Diocese takes all reasonable steps to satisfy itself that the bodies for which it acts handle, use, store, retain and dispose of certificate information in full compliance with the [code of practice](#) and in full accordance with this policy.

11. Where any body at whose request applications for DBS certificates are handled and countersigned, does not have a written policy on their storage and handling, the body must act in accordance with the terms of this policy.

Diocese of Carlisle, June 2019