

Handling of DBS Certificate Information



Review Date: August 2026

By: Executive Board

Date of next review: August 2027

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Frobél Education complies fully with the 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 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

Certificate information should 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 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.

In order to demonstrate 'safer recruitment' practice, Frobél Education is required to retain the certificates for the purpose of safeguarding audits. This practice is compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the organisation's policy on the correct handling and safekeeping of DBS certificate information.

The organisation may also need to retain the certificates for Ofsted inspection.

Usage

Certificate 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

Once a recruitment decision has been made, we do not keep the certificate information for longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will be followed.

Once the retention period has elapsed (e.g. leaving the position), we will ensure that any DBS certificate information is immediately destroyed by secure means, (e.g. by shredding).

We will not keep any photocopy or other image of the certificate or any representation of the contents of a certificate. However we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested and the unique reference number of the certificate.