



Newhaven Town Council

DISCLOSURE AND BARRING SERVICE POLICY & PROCEDURE

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Purpose of this policy & procedure

This policy is designed to ensure that Newhaven Town Council (NTC) has a system in place for the safe storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) (formally known as CRB) disclosures and disclosure information.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers but it does not apply to Councillors.

POLICY

- As an organisation using the DBS disclosure service to help assess the suitability of applicants for positions of trust, NTC complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information.
- NTC complies fully with obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of disclosure information.

PROCEDURE

Receipt of DBS Disclosure

DBS disclosure information is handled only by those who jobs deem it essential, and who are authorised to receive it in the course of their duties. It is treated with all due confidentiality and discretion, in accordance with the Data Protection Act 1998.

Storage & Access

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

- 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. NTC maintains 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 else who is not entitled to receive it. Failure to comply with this could result in disciplinary action and/or criminal proceedings.
- In instances where employees supply a copy of their DBS disclosure certificate to their Line Manager for purposes of proving that they have a valid DBS check the DBS certificate will be handled, stored, disclosed, and destroyed in line with this policy. Any queries relating to the DBS disclosure will be directed to the Town Clerk.

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

- Once a recruitment (or other relevant) decision has been made, NTC will not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, the Council will consult the DBS about this and will consider the data protection and human rights of the individual before doing so.

- Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. Regarding the retention of DBS disclosures for employees in social care services, NTC will need to retain a copy of these DBS disclosures for twelve months from the date the disclosure certificate is received, after which the certificate will be shredded.

Disposal

- Once the retention period has elapsed, NTC will ensure that any disclosure information is immediately destroyed securely by shredding. Whilst awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack). NTC will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure.
- However, notwithstanding, the above, NTC will keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

This is a non-contractual policy & procedure which will be reviewed from time to time.

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