



# Adams Educational Services Limited

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## ***Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of DBS Disclosures and Disclosure Information.***

### **1. General Principles**

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to help assess the suitability of applicants, Adams Educational Services Limited aims to comply with the DBS Code of Practice regarding the correct handling, use, storage, and retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### **2. Storage & Access**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and 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.

### **3. 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. Adams Educational Services Limited maintains a record of all those to whom Disclosures or Disclosure information has been revealed and Adams Educational Services Limited recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **4. Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's consent has been given.

### **5. Retention**

Once a recruitment (or other relevant) decision has been made, Adams Educational Services Limited does 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 exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, Adams Educational Services Limited will give full

consideration to DBS guidance, the Data Protection Act and Human Rights Act before doing so. Throughout this time the conditions regarding appropriate, safe storage and strictly controlled access will prevail. Electronic storage of information will also comply with DBS guidance and the Data Protection Act.

## **6. Disposal**

Once the retention period has elapsed, Adams Educational Services Limited will ensure that any disclosure information is destroyed by secure means, i.e. by shredding or pulping. We 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, Adams Educational Services Limited may 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 information will only be retained for an appropriate length of time and we will comply with DBS guidance and the Data Protection Act relating to the appropriate disposal of this information.

We will consider requests from third parties (eg education recruitment agencies) to provide information about disclosures issued to us for our former applicants. Subject to consent being received from the former applicant, we will provide confirmation of the Disclosure Number, Date of Issue and confirm whether or not additional information was provided (in line with DBS guidance available via <https://www.gov.uk/dbs-update-service>).

## **7. Updates**

As and when is necessary Adams Educational Services Limited may be obliged to amend its DBS procedures in accordance with changes as recommended by the Secretary of State for Education to the Disclosure and Barring Service (DBS). Applicants may also wish to refer to the DBS website for updated information via <https://www.gov.uk/dbs-update-service>.

**Adams Educational Services Limited will revise and review this policy regularly.**

Reviewed July 2020