



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

DBS CERTIFICATE HANDLING POLICY

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This version of the Policy supersedes any previous versions.	



Congleton
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Contents

1. Introduction.....	2
2. Purpose.....	2
3. Aims and Objectives	2
4. Policy Statement	2

1. Introduction

1.1 Congleton Town Council uses the Disclosure and Barring Service (DBS) for the assessment of Officers and Members whom, with their role, come into contact with children or vulnerable adults.

1.2 Congleton Town Council will fully comply with the code of practice¹ regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

1.3 Congleton Town Council also complies fully with its obligations under the Data Protection Act 2018/UK GDPR 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.

2. Purpose

2.1 To describe how the Council will undertake DBS checks as part of checks and thereafter during the course of each person's employment in order to protect the safety of all its service users.

3. Aims and Objectives

3.1 To ensure compliance with any GDPR and Privacy regulations.

3.2 To ensure a consistent approach with all the Councils operations

4. Policy Statement

5. Storage and access

5.1 Certificates, once received by the member/ officer, will be shown to the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer to be entered on to the Cheshire West and Chester DBS online system and then returned to the holder for safe keeping. Information can be accessed by the Communities Manager/Marketing, Civic & Communications Manager or the Chief Officer through the Cheshire West and Chester secure online system. Where a basic DBS has been sought by an individual then the information in point 6.2 will be gathered.

6. Handling

6.1 In accordance with section 124 of the Police Act 1997², certificate information is only passed to those who are authorised to receive it in the course of their duties, these being the Chief Officer or Communities Manager/Marketing, Civic & Communications Manager who are registered on Cheshire West and Chester Disclosures online system to apply for DBS checks.

7. Usage

7.1 Certificate information will only be used for the specific purpose for which it was requested.

8 Retention

8.1 In accordance with DBS Handling Certificate Guidelines³, we do not keep certificate information for any 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. Certificate information such as date of issue, name, type of certificate and unique reference number will be retained for a period of 6 months from the date of termination of employment.⁴

8.2 In the case of recruitment that was unsuccessful, if a DBS check is required the information will be held for a maximum period of 6 months. This retention will allow for the consideration and resolution of any disputes or complaints.⁴

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

8.4 A record of a check taking place will be kept for a period of 6 years after employment ends, in line with our Documents Retention Policy under The Limitation Act 1980.

9. Disposal

9.1 Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for electronic records we will ensure that any DBS information is destroyed from our spreadsheet.

9.2 Congleton Town Council 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, Congleton Town Council 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 as per section 5.

10. Umbrella body

10.1 Congleton Town Council uses the Cheshire East and Cheshire West and Chester Council online access as the umbrella body for the purposes of the Disclosure and Barring Service for Congleton Town Council.

10.2 Congleton Town Council will not act as an umbrella body for any other organisations.

Footnotes:

- 1- [DBS code of practice - GOV.UK](https://www.gov.uk/government/publications/dbs-code-of-practice) (https://www.gov.uk/government/publications/dbs-code-of-practice)
- 2- [Police Act 1997](https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted) (https://www.legislation.gov.uk/ukpga/1997/50/section/124/enacted)
- 3- [Handling of DBS certificate information - GOV.UK](#) ([Handling of DBS certificate information - GOV.UK](#))
- 4: DBS Guide for Employers- [DBS checks: guidance for employers - GOV.UK](#) ([DBS checks: guidance for employers - GOV.UK](#))

Full Version Control

Date	Changes	Approval Reference
	New Policy adopted	