

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

As part of any DBS process, the University collects and processes personal data relating to DBS applicants. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for employment in a paid or voluntary capacity in posts involving responsibility for children or vulnerable adults, the University of Bath aims to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation relating to the safe handling, use, storage, retention and disposal of sensitive information and Disclosure documentation.

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. The University maintains a record of all those to whom Disclosures or Disclosure information has been revealed and we recognised that it is a criminal offence to pass this information to anyone who is not entitled to receive it. As part of the application process the University will retain copies of identification documentation e.g. passport, driving licence. This information is always kept separately and securely, in lockable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Usage

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

Retention

The University does not retain disclosure information on personal files, the only information that is retained from a disclosure will be the Disclosure Certificate number, the level of the check undertaken and the date at which the certificate was issued. This information is stored on the HR & Payroll system and is retained for the duration of your employment. For the majority of employees and workers, the University holds all HR & Payroll records for the duration of your employment plus a further 7 years from the end date of your employment. The University, however, may have a legal obligation to hold your data for longer as set-out in the HR Data Retention Schedule.

Identification documentation for the application process are only retained until the disclosure information is obtained and then it is destroyed by secure means, i.e. by shredding.