



UK

## Policy on the handling of DBS certificate information

<b>Location</b>	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
<b>Monitoring</b>	The Principal in collaboration with the person responsible for HR and Heads of Programme
<b>Overall responsibility</b>	Board of Directors
<b>Created</b>	June 2022
<b>Last review date</b>	August 2025
<b>Next review date</b>	August 2026 or as necessary

### Introduction

This policy outlines the measures taken by EM Normandie UK Limited (hereafter referred to as 'EMN' or 'the School') to ensure secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information.

The [code of practice](#) states that all registered bodies must have a written policy on the correct handling and safekeeping of DBS certificate information.

#### 1. General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, EM Normandie UK 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.



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## **2. 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.

## **3. 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.

## **4. 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.

## **5. Retention**

Once a recruitment (or other relevant) decision has been made, 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.

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

## **6. Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We 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, we 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.



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**Annex 1 - Control table**

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	June 2022
Approved by :		Miriam Schmidkonz, Principal		
Version	v2	Name	Role	Date
Amended by :		Birgit Muller	Office Manager	Aug 2024
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v3	Name	Role	Date
Reviewed by :		Birgit Muller	Office Manager	Aug 2025
		No changes made		
Changes approved by :		Miriam Schmidkonz, Principal		