



Handling of DBS Certificate Information Policy Issue 1

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of volunteers for positions of trust, Shepton Get Ur Skates On (SGUSO) complies fully with the code of practice, Data Protection Act 1998 and any other legislation regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

Certificate information is retained solely by the team leader and in a manner that the information cannot be easily accessed in an unauthorised manner by any other person at any time.

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. SGUSO maintains a record of all those to whom certificates or certificate information has been revealed and recognises it is a criminal offence to pass this information to anyone who is not entitled to receive it. 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.

Certificates are retained for 3 months after a volunteer has left SGUSO and then destroyed by shredding in accordance with the [code of practice](#), without exception. A record however is kept of the reference number and date of issue of a certificate.

This policy is available on request.

Elizabeth Goodhand

Project Committee and Team Leader

1st October 2017