

PURPOSE OF LIFE (1165627) - DBS HANDLING POLICY & PROCEDURE

General Statement

As a charity using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Purpose of Life complies fully with the DBS [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 Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and have written policy on these matters.

Ex-offenders

Purpose of Life undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Purpose of Life can only ask an individual to provide details of convictions and cautions that Purpose of Life are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Purpose of Life only ask an individual about convictions and cautions that are not protected.

Purpose of Life is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Purpose of Life actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Purpose of Life select all candidates/volunteers for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Purpose of Life ensures that all those in Purpose of Life who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

At an interview, or in a separate discussion, Purpose of Life ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment/ volunteer service.

Purpose of Life makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request.

Purpose of Life undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment/volunteer service.

Procedure for processing DBS Checks

The charity trustees check the suitability of volunteers for positions of trust. As such this policy ensures that we comply with the DBS [code of practice](#) regarding:

- The correct handling and use of certificates and certificate information.
- The storage and destruction of certificate information.

The charity also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of criminal record certificate information.

Storage and Access

Disclosure of information is never kept on the personnel file and is always kept separately and securely, in lockable, non-portable, cabinet. Access is strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with the current legislation, Disclosure 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 Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

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

Retention

Once a recruitment (or other relevant) decision has been made we do 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 very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human

rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

The unique identity number shown on each Disclosure is recorded on the central record file and at the front of individual personnel files.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure 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 Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we 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.

Renewal of DBS Certificates

All relevant volunteers will be asked to re-apply for a new DBS certificate 5 years after the original issue date printed on the certificate.

The charity will write to the volunteer when renewal is necessary and explain which steps they need to take to acquire a new certificate.