eSafeguarding
Your 100% DBS Compliance Partner

Statement on the Secure Storage, Handling, Usage, Retention and Disposal of Disclosure Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, eSafeguarding complies 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 General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a Statement of Fair Processing Policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information is kept electronically in a secure location with access limited to countersignatories and the lead signatory only. This is protected from unauthorised ccess by secure user login id's and passwords. Clients using our umbrella body service will be able to login to a secure online portal to view the outcomes of DBS checks. This is protected from unauthorised access by secure user login id's and passwords.

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. We maintain a record of all those to whom disclosures or disclosure information has been revealed and understand that 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

Electronic disclosure information is kept 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 onsult the DBS about this and will give full consideration to the Data Protection Act and the uman rights of the individual before doing so. Throughout this time, the usual condition regarding the safe storage and strictly controlled access will prevail.

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Retention Periods		
Data category	**Retention**	**Removal process**
Applications in the status of Not Submitted – i.e. not submitted by the applicant	90 days from the application creation date certificate issued date	Once 90 days is lapsed, eSafeguarding marks the application as 'Expired'. The App Id, Application Type (Standard/ Enhanced) and applicant name are retained on the client's account. All other application data will be removed. The data removal is handled by a daily automated system process.
DBS Certificate data and attached application data	6 months from the certificate issued date	When a DBS certificate issue date is greater than 6 months, eSafeguarding will mark the application as 'Redacted'. The application ID number, DBS form reference number, the applicant name and any application notes are retained on the client's account. All other application and certificate data will be removed during the redaction process. The data removal is handled by a daily automated system process.
Cancelled applications	90 days from the application creation date	When an application is moved to a status of 'Cancelled', eSafeguarding will mark the application as 'Redacted' once 90 days from the application creation date is lapsed. The App Id, Application Type (Standard/Enhanced) and applicant name are retained on the client's account. All other application data will be removed during the redaction process. The data removal is handled by a daily automated system process.

Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by electronic deletion. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Umbrella body clients

eSafeguarding umbrella body clients agree to adhere to and comply with the requirements of the Data Protection Act 2018 (as amended or re-enacted from time to time) at all times. The Client confirms their understanding that personal data contained in disclosure application forms and disclosure certificates certificates is sensitive personal data as defined in the Data Protection Act 2018 and that it must be held and treated in the utmost confidence at all times.

The Client warrants that it has a policy on the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information in compliance with the DBS Code of Practice and the Police Act 1997 and will provide eSafeguarding a copy of their policy document within 7 days of the date of signing our Agreement.

The Client agrees to abide by the Code of Practice and recommendations published from time to time on the DBS Website.

The Client agrees to adhere to any other applicable legislation, laws, codes of practice and/or rules and obligations relevant to the receipt, use and storage of the disclosure Certificate.