

SNOWSPORT ENGLAND

Secure Storage, Handling, Use, Retention and Disposal of DBS Certificates and Certificate Information Policy



Purpose of This Policy:

Snowsport England will use the services of the Disclosure and Barring Service (DBS) to obtain Disclosures for Snowsport purposes and this policy provides information about how we will store, handle, use, retain and dispose of DBS Certificates and Certificate information.

Scope of the Policy:

This policy applies to all DBS disclosure information received by Snowsport England from our Umbrella Body, or received from applicants.

This Policy will be monitored by the Snowsport England Safeguarding Committee.

This policy should be read in conjunction with the following policies that are available on our website or by e mailing dbs@snowsportengland.org.uk:

- DBS Policy
- Recruitment Policy for Snowsport England employees (available to staff on request)
- Recruitment of Ex-offenders Policy

General principles

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Snowsport England 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 General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the correct 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.

Storage and access

Certificate information will 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. Electronic certificate information will be kept securely, on a password protected computer with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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.

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.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate 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. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

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

Communication of Policy

This policy and other associated Policies will be communicated to affiliated clubs annually by the CEO of Snowsport England and are available on our website. DBS applicants will be made aware of this policy when they apply for their DBS.

Reviewed in: April 2021

Next Review Date: April 2023