



<b>Policy Number</b>	IG-009
<b>Policy Title</b>	Storage, Handling, Use, Retention and Disposal of Disclosure
<b>Senior Management Team Lead</b>	Ingrid Jenner
<b>Policy Lead</b>	Human Resources Manager
<b>Implementation Date</b>	May 2005
<b>Current Review Date</b>	December 2020
<b>Next formal Review Date</b>	December 2022
<b>Ratifying Committee</b>	People & Culture

### Policy Mapping

Version	Date	Changes made	Section
1 <sup>st</sup> Draft Written	20.05.05	Draft for discussion by Exec Team	All
Updated	25.01.08	To meet all new regulations	1.3, 2.4 & 2.5
Updated	17.08.10	Add note. After mapping	
Issue	13.08.12	No change	All
Updated	17.06.16	Full review with changes made	All
Updated	23.04.18	Changes to forthcoming Data Protection Regulations	All
Updated	15.12.20	Full review with insertion of storage details and	All

		disposal information	
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## 1 THE ISSUES

- 1.1 As a registered body using the Disclosure and Barring Service (DBS) for the purposes of safer recruitment (staff and volunteers), St Leonard's Hospice complies fully with the DBS Code of Practice regarding disclosed sensitive and personal information, the handling of such information, storage and retention.
- 1.2 St Leonard's also complies fully with its obligations under the Data Protection Act 2018, General Data Protection Regulation (GDPR) 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosed sensitive and personal information.

## 2 THE POLICY

### 2.1 Storage and access

Disclosure information is kept secure on the human resources database which is password protected and only accessible by the Human Resources Team.

Privacy Policy Declaration Forms (Appendix 1) are held in electronic personnel files and in a DBS folder stored in lockable filing cabinets within the human resources and volunteers office.

### 2.2 Handling

In accordance with sections 123 and 124 of the Police Act 1997, St Leonard's policy is to view certificates from employees, volunteers and where appropriate, contractors (who have patient contact) which contain personal information. Disclosure information is viewed by the Human Resources and Volunteer Teams under guidance from the Lead Counter-signatory (Director of People) and Counter-signatory (Human Resources Manager). St Leonard's Hospice retains Certificate Numbers and Date of Issue details and where necessary disclosure information may be referred to in the form of a file note or correspondence, the details of which are placed in the applicants personnel file (hard or electronic copy). It is acknowledged that the disclosure of information to other employees or volunteers unrelated to the applicant's duties at St Leonard's is a **criminal offence**.

### 2.3 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.

## 2.4 Retention

Completed DBS application forms are stored securely in a lockable filing cabinet in the human resources office until they are reviewed, counter signed and sent to the DBS. Only members of the human resources team have access to the key safe located in the human resource office.

Disclosure information in the form of a file note is retained on an individual's personnel file. Identification documents (for the purposes of a DBS application and eligibility to work in the UK) are filed in the Private and Confidential section of the personnel file or scanned and saved in the electronic personnel file.

DBS form reference, certificate number and date of issue details are inputted on to the human resources staff and volunteers database for reporting purposes in accordance with the Care Quality Commission (CQC) requirements. Only members of the human resources and volunteers team have access to the database.

## 2.5 Record Retention

The following record will be held for every member of staff or volunteer who has undergone a DBS disclosure. This information will be held throughout their employment and will be updated when new DBS checks are completed 3 yearly.

- The date of issue
- Applicant's personal details
- The applicant's position (staff and volunteers)
- The unique enhanced certificate number

## 2.6 Disposal

Once the retention period has expired St Leonard's Hospice ensures that any DBS certificated information is confidentially disposed through our locked ShredIt confidential waste bins positioned throughout the Hospice or by deleting information held on an electronic personnel file.

St Leonard's Hospice 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/issued, the position for which the certificate was requested, the unique form/certificate reference number and the recruitment decision taken.

**References:**

The Police Act 1997 (Sections 122 (2), 123 & 124)

The Data Protection Act 2018

General Data Protection Regulation 2018

National Care Standards Commission (Registration) Legislation 2001

Care Standards Act 2000 (Section 80)

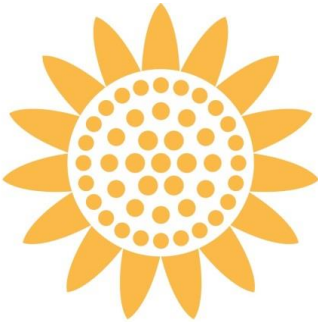
Safeguarding Vulnerable Groups Act 2006 (Sections 2 & 3)

DBS Code of Practice

Health & Social Care Act 2008 (Regulated Activities) Regulations 2014:

Regulation 5

**St Leonard's  
Hospice**  
Caring for Local People



**Privacy Policy – Standard/Enhanced/Barred (Paper Applications) Declaration**

- I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>
- I have read the Barring Privacy Policy for applicants <https://www.gov.uk/government/publications/barring-privacy-policy> and I understand how DBS will process my personal data and the options available to me for submitted an application.

Please note, to comply with DBS requirements this form will be held on your personnel file and deleted after an appropriate period.

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Your details

Full Name Printed: \_\_\_\_\_

DBS Application Form Reference Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Postcode: \_\_\_\_\_

Signed: \_\_\_\_\_                      Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_