

# University of Manchester

## Disclosure and Barring Service Data Storage Policy

### Background

The University of Manchester is a registered body of the Disclosure and Barring Service (DBS) and can, therefore, use the Disclosure service to help assess the suitability of applicants for degree programmes, volunteering opportunities and/or jobs that will bring them into contact with children and adults. As a recipient of certificate information, the University is obliged to comply fully with the DBS's Code of Practice. Amongst other things, this obliges the University to have a written policy on the correct handling and safekeeping of certificate information.

### General Principles

The University of Manchester 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.

### Storage & Access

The University treats certificate information as sensitive personal data under the terms of the Data Protection Act. Consequently, certificate information is never kept on a student's personal file or an applicant's personnel file. This information is always 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.

### 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. The University of Manchester maintains a record of all those to whom certificates or certificate information has been revealed and it is recognised that 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, the University does 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. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the University 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 safe storage and strictly controlled access will prevail.

**Disposal**

Once the retention period has elapsed, the University will ensure that any DBS certificate information is destroyed by secure means, e.g. by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The University will not keep any photocopy or other image of the certificate or any copy or representation of the contents of the certificate. However, the University may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the degree programme/volunteering opportunity/position for which the Disclosure was requested, the unique reference number of the certificate and the details of the admissions/recruitment decision taken.

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