

# Secure Storage of Disclosures

## Guidelines on Secure Handling and Use of Disclosure and Barring Service (DBS) Certificates

### General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for employment, Runshaw College complies fully with the DBS Code of Practice regarding the correct handling and use of DBS Certificates. Runshaw College also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling and use of DBS Certificates.

### 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 Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it. We will not retain Disclosure Certificates.

### 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.

