



Storage of Personal information requested during the recruitment process.

General Principles

As an organisation using the DBS, RtR complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

We comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information. We only request a DBS upon offer of employment.

- Disclosure reference number is kept in a secure HR system and is only accessible by the system administrators.
- 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 purposes of recruitment and continuous employment 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. In case of unsuccessful recruitment, this is generally for a period of 18 months after recruitment has been completed, 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, we will consult the vetting body about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.
- In cases of re-checking of existing staff and volunteers, the information will remain on the employee file for 3 years (RtR standard re-checking interval) after which a new check will be requested.
- 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 certificate information, which is stored electronically will be deleted from the RtR HR drive.
- We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.
- However, 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 as part of the employee personal file.