Kippax Parish Council

Disclosure and Barring Service (DBS) Information Management Policy

Approved: 21st August 2025

Minute Reference: 057/FC/2526e

Review date: July 2026

M Eyre

Chair, Councillor Martin Eyre

General Principles

As an organisation using the Disclosure and Barring (DBS) service to help assess the suitability of applicants for positions of trust, Kippax Parish Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosures 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 Disclosure Information and has a written policy on these matters, which is available to those who wish to see it on request.

Handling, Usage and Storage

In accordance with S.124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive as set out the council's Safeguarding Policy, and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

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

We will not retain certificates or keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

The Clerk will maintain a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference of the Disclosure, to whom the disclosure has been revealed and the details of the recruitment decision taken. This record will be stored securely on OneDrive with access restricted to the Clerk. When an individual leaves the organisation their DBS record will be deleted in accordance with the council's Records Management Policy