



DBS SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION PROCEDURE

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PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of
Disclosures Disclosure Information Procedures

Version	Date	Comments
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PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal
of Disclosures Disclosure Information Procedures

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Equality Impact Assessment	May 2020
Linked procedural documents	Recruitment and Selection Policy DBS Employing People with Criminal Convictions DBS Criminal Record and Barring Checks Procedure
Dissemination Requirements	All Trust employees by intranet

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of Disclosures Disclosure Information Procedures

people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of Disclosures Disclosure Information Procedures

Contents

Paragraph		Page
1.0	Procedure Statement	6
2.0	Scope	6
3.0	Access to the Procedure	7
4.0	Roles and Responsibilities	7
5.0	Storage and Access	8
6.0	Handling	8
7.0	Usage	8
8.0	Retention	8
9.0	Disposal	9
10.0	Procedure Review	10
Appendix 1	Equality Impact Assessment	11

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of Disclosures Disclosure Information Procedures

1. PROCEDURE STATEMENT

- 1.1 This document outlines the DBS Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Procedure for the East of England Ambulance Service NHS Trust (the Trust).
- 1.2 As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the East of England Ambulance Service aims to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.
- 1.3 The Trust also complies with its obligations under the General Data Protection Regulation (GDPR) which came into force on 25 May 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.
- 1.4 This procedure has been developed in accordance with recommended DBS and Chartered Institute of Personnel and Development (CIPD) guidelines, and has been written in partnership by management and staff side.

2. SCOPE

- 2.1 This Procedure applies to all:
 - staff employed by the Trust
 - applicants to posts in the Trust
 - casual/bank workers
 - volunteers
 - persons engaged through Employment Agencies

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of Disclosures Disclosure Information Procedures

- Non-Executive Directors

3. ACCESS TO THE PROCEDURE

- 3.1 All employees, applicants to posts, casual workers and volunteers are entitled to access to this procedure which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this procedure in any other format, please seek guidance from the Human Resources Department, your line management, or Trade Union Representative.
- 3.2 External applicants for posts, volunteers and persons engaged through employment agencies can seek guidance from the HR Services Team on 01234 243120. Individuals and managers may also wish to consult related Trust policies such as the Criminal Record and Barring Checks Procedure and the Employing Persons with Criminal Convictions Procedure.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Human Resources Department is responsible for keeping the provisions within this procedure in line with employment legislation and best practice people management principles such as those set out in the DBS Code of Practice Guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this procedure and procedure. Advice for applicants, casual/bank workers and volunteers will be provided by the Human Resources Department.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this procedure to the attention of the Trust.

5. STORAGE AND ACCESS

5.1 Disclosure information should be 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.

6. HANDLING

6.1 Disclosure information will only be shared with relevant persons in the course of their specific duties relevant to recruitment and vetting processes.

7. USAGE

7.1 Disclosure information is only used for the specific purpose for which it was requested and for which the individual's full consent has been given.

8. RETENTION

8.1 Retain Disclosure information, its content or any representation of the same in any format for no longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised or, in exceptional circumstances, where DBS agreement is secured.

8.2 Consideration to the data protection and human rights of the individuals in the necessary retention of Disclosure information is taken into account. Throughout this time, the usual conditions regarding the safe storage and controlled access will prevail.

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal of Disclosures Disclosure Information Procedures

8.3 However, notwithstanding the above, we may keep a record of information which substantiates that a Disclosure was undertaken and the recruitment decision taken and basis for that. Such information is likely to consist as a minimum 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 number of the Disclosure and the details of the recruitment decision taken. The Trust will also retain similar detail for checks using the automatic update system.

9. DISPOSAL

9.1 When disposal is required, the Trust will ensure that any Disclosure information is destroyed by secure means, i.e. by shredding, pulping or burning.

9.2 While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Copies of the Disclosure will not normally be kept.

9.3 However, notwithstanding the above, we may keep a record of information which substantiates that a Disclosure was undertaken and the recruitment decision taken and basis for that. Such information is likely to consist as a minimum 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 number of the Disclosure and the details of the recruitment decision taken. The Trust will also retain similar detail for checks using the automatic update system.

10. PROCEDURE REVIEW

10.1 This procedure will be reviewed on a three yearly basis or more frequently if significant changes to its effective operation are necessary.

APPENDIX 1



Equality Impact Assessment

EIA Cover Sheet	
Name of process/policy	DBS Secure Storage
Is the process new or existing? If existing, state policy reference number	Existing
Person responsible for process/policy	
Directorate and department/section	HR
Name of assessment lead or EIA assessment team members	EqIA Panel Members
Has consultation taken place? Was consultation internal or external? (please state below):	Internal via HR Policy Sub-Group & EQIA Panel

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal
of Disclosures Disclosure Information Procedures

The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state) Training programme.	

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal
of Disclosures Disclosure Information Procedures

Equality Analysis																							
<p>What is the aim of the policy/procedure/practice/event?</p> <p>This document outlines the DBS Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Procedure for the East of England Ambulance Service NHS Trust (the Trust).</p> <p>As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the East of England Ambulance Service aims to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.</p>																							
<p>Who does the policy/procedure/practice/event impact on?</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Race</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 30%;">Religion/belief</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 30%;">Marriage/Civil Partnership</td> <td style="width: 15%; text-align: center;">X</td> </tr> <tr> <td>Gender</td> <td style="text-align: center;">X</td> <td>Disability</td> <td style="text-align: center;">X</td> <td>Sexual orientation</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Age</td> <td style="text-align: center;">X</td> <td>Gender re-assignment</td> <td style="text-align: center;">X</td> <td>Pregnancy/maternity</td> <td style="text-align: center;">X</td> </tr> </table>						Race	X	Religion/belief	X	Marriage/Civil Partnership	X	Gender	X	Disability	X	Sexual orientation	X	Age	X	Gender re-assignment	X	Pregnancy/maternity	X
Race	X	Religion/belief	X	Marriage/Civil Partnership	X																		
Gender	X	Disability	X	Sexual orientation	X																		
Age	X	Gender re-assignment	X	Pregnancy/maternity	X																		
<p>Who is responsible for monitoring the policy/procedure/practice/event? HR</p>																							
<p>What information is currently available on the impact of this policy/procedure/practice/event? HR/Governance – GDPR, visual check to confirm where documents are stored.</p>																							
<p>Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? No</p>																							
<p>Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes, If yes please provide evidence/examples:</p>																							

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal
of Disclosures Disclosure Information Procedures

Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X

Please provide evidence:

Consistent approach on how documents should be securely stored which should benefit all.

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? No:

Race	x	Religion/belief	x	Marriage/Civil Partnership	x
Gender	x	Disability	x	Sexual orientation	x
Age	x	Gender re-assignment	x	Pregnancy/maternity	x

Please provide evidence:

Action Plan/Plans - SMART

Specific

Measurable

Achievable

Relevant

Time Limited

PR003 - DBS Secure Storage, Handling, Use, Retention & Disposal
of Disclosures Disclosure Information Procedures

Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to