



**C/o Address.**

44 Polesdon Avenue,  
Swindon, UK, SN3 6AE

Charity Number: 1196987 EST 2009

# Safeguarding Policy: Storage, Handling, Use, Retention and Disposal of DBS Data

## 1. Purpose

This policy explains how the church securely handles Disclosure and Barring Service (DBS) information. It ensures compliance with legal requirements while respecting the privacy and dignity of individuals.

The church recognises its responsibility to safeguard children and vulnerable adults while handling sensitive personal data lawfully, fairly, and transparently.

## 2. Scope

This policy applies to:

- All DBS certificates and related information
- All applicants for paid or voluntary roles
- Church leaders, trustees, and safeguarding personnel who handle DBS data

## 3. Legal Framework

This policy is guided by:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- DBS Code of Practice
- Safeguarding Vulnerable Groups Act 2006

## 4. Definition of DBS Data

DBS data includes:

- DBS certificates (standard and enhanced)
- Disclosure information relating to criminal convictions, cautions, reprimands, or warnings
- Notes or records derived from DBS disclosures

## 5. Fair and Lawful Processing



**Phone.**

+44 7795 681469  
+44 7580 061553



**Email.**

admin@jjhop.co.uk



**Official Website.**

www.jjhop.co.uk



**C/o Address.**

44 Polesdon Avenue,  
Swindon, UK, SN3 6AE

Charity Number: 1196987 EST 2009

- DBS data will only be requested where legally permitted and necessary for safeguarding purposes.
- Applicants will be informed why DBS checks are required and how information will be used.
- DBS data will not be used for any purpose other than assessing suitability for a specific role.

## 6. Storage and Security

- DBS certificates will not normally be copied or scanned.
- Where retention is necessary, records will be kept to a minimum.
- Any stored DBS-related information will be:
  - Kept in a locked cabinet or secure digital system
  - Accessible only to the Safeguarding Lead or authorised personnel
  - Protected from unauthorised access, loss, or misuse

## 7. Handling of DBS Information

- DBS data will only be handled by designated individuals.
- Information will be shared strictly on a need-to-know basis.
- DBS details will not be discussed informally or disclosed to unauthorised persons.

## 8. Use of DBS Information

- DBS data will be used solely to:
  - Assess suitability for a role involving children or vulnerable adults
  - Inform safeguarding risk assessments
- Decisions will be made fairly, consistently, and without discrimination.

## 9. Retention of DBS Data

- DBS certificates will be returned to the applicant once verified.
- The church will keep only a brief record of:
  - The date of the DBS check
  - The level of check conducted
  - The certificate number
  - The decision made
- DBS data will not be retained longer than 6 months, unless there is a valid safeguarding reason.

## 10. Disposal of DBS Data

- DBS information will be disposed of securely when no longer required.
- Paper records will be shredded.
- Electronic records will be permanently deleted.
- Disposal will ensure DBS data cannot be reconstructed or retrieved.



**Phone.**  
+44 7795 681469  
+44 7580 061553



**Email.**  
admin@jjhop.co.uk



**Official Website.**  
www.jjhop.co.uk



**C/o Address.**

44 Polesdon Avenue,  
Swindon, UK, SN3 6AE

Charity Number: 1196987 EST 2009

## 11. Breach of Data Security

- Any data breach involving DBS information must be reported immediately to the Safeguarding Lead.
- The church will take appropriate action, including reporting to the Information Commissioner's Office (ICO) where required.

## 12. Training and Awareness

- Those responsible for handling DBS data will receive data protection and safeguarding training.
- This policy will be shared with trustees and safeguarding personnel.

## 13. Review

This policy will be reviewed annually or sooner if legislation or DBS guidance changes.



**Phone.**

+44 7795 681469  
+44 7580 061553



**Email.**

admin@jjhop.co.uk



**Official Website.**

www.jjhop.co.uk