



JAM Activity Camps

Policy for the Secure Management, Handling, Use, Retention, and Disposal of Disclosure and Barring Service (DBS) Certificate Information.

Reference Source: [Handling of DBS Certificate Information – GOV.UK](#)

1. Core Principles

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions involving work with children and/or vulnerable adults, JAM Activity Camps is committed to the highest standards of confidentiality and security in the handling of DBS certificate information.

We strictly adhere to the DBS Code of Practice, the **Data Protection Act 2018**, the **UK GDPR**, the **Human Rights Act 1998**, and the **Police Act 1997 (Section 124)**. We ensure that all DBS certificate information is handled fairly, lawfully, and with respect for the privacy of individuals.

2. Storage and Access

- **Temporary Retention Only:** DBS certificate information will only be retained for a short period – typically until the recruitment decision is finalised and logged.
 - **Secure Storage:** During this limited retention period, all certificate information will be securely stored in a locked, non-portable cabinet (for physical copies) or in encrypted, access-controlled digital files.
 - **Controlled Access:** Access is strictly limited to those authorised as part of their role, such as senior management or designated safeguarding personnel.
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3. Handling and Confidentiality

- In line with **Section 124 of the Police Act 1997**, DBS certificate information is only shared with individuals legally entitled to receive it.
 - A log is kept of any person to whom certificate information has been disclosed.
 - Any unauthorised sharing of DBS certificate information is considered a criminal offence and will be treated as a serious disciplinary matter.
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4. Use of Certificate Information

- DBS certificate information is used solely for the purpose for which it was obtained: to assess an individual's suitability for roles involving responsibility for, or contact with, children and/or vulnerable adults.
 - The individual's explicit consent is required before DBS checks are undertaken.
 - No other use of this data is permitted without re-consent from the individual and a valid lawful basis.
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5. Retention of Certificate Information

- DBS certificate information is not kept for longer than is necessary. This is generally no longer than **six months** from the date of decision, in line with DBS guidance.
 - This retention period allows for resolution of any disputes or challenges.
 - In exceptional cases (e.g. safeguarding investigations or regulatory requirements), information may be retained for longer – but only with documented justification and informed consent from the data subject.
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6. Disposal of Certificate Information

- Once the retention period has ended, DBS certificate information is **securely and irretrievably destroyed** using appropriate methods (e.g. cross-shredding for paper, secure deletion for digital files).
- DBS information will **never be disposed of in standard waste or non-confidential containers**.
- No unauthorised copies (photocopies, scanned images, or transcriptions) of the certificate or its contents are kept.

However, the following basic details may be retained for audit or record purposes:

- Date of issue of the certificate
 - Name of the subject
 - Type of certificate requested (e.g. Enhanced/Standard)
 - Position for which the certificate was requested
 - Unique reference number
 - Outcome of the recruitment decision
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7. Staff Responsibilities and Training

- All staff involved in handling DBS information receive appropriate data protection and safeguarding training.
- JAM Activity Camps ensures that only staff with a legitimate reason are involved in the DBS check process.
- Failure to comply with this policy may result in disciplinary action, including dismissal.