

DBS Poicy

1. Introduction

Our DBS policy sets out how we collect, store and handle DBS information on our staff while fully complying with our obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

2. Collecting DBS information

- Where appropriate we will accept a certificate that was requested for a previous role, in this instance we will:
- check the applicant's identity matches the details on the certificate
- check the certificate is the right level and type for the role applied for
- <https://www.gov.uk/dbs-check-applicant-criminal-record>

3. Rechecking

- A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It's up to you to decide when a new check is needed. <https://www.gov.uk/dbs-check-applicant-criminal-record> We will only repeat a DBS check if we have information that suggests we need to, this would include a significant period of not working in the sector.

4. Storage and access

- Certificate information is kept on our online HR database BambooHR and is accessible by the directors only.

5. 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.
- Where DBS information is requested by clients we will confirm that a DBS check has been carried out and share the staff name and certificate number.
- It is a criminal offence to pass DBS information to anyone who is not entitled to receive it.

6. Usage

- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

- In order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits we retain a copy of the certificate on BambooHR for the duration of employment.

This Policy was adopted by SUMMERADVENTURECAMP Ltd	Adopted on: 2/1/2024
Signed By: Bryn Beach	Review on: Jan 2025

Disposal

- We retain details of our staff, including DBS information for the duration of employment, or for Freelance Staff, while there is still the possibility of staff working for us. (2 years from last employment).
- At the end of this period all information stored on BambooHR will be deleted.

<https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>

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