# Disclosure and Barring Service (DBS) Policy

## 1. Introduction

YMCA Brunel Group uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, including employment and volunteering roles. This policy sets out the requirements for the secure handling, use, storage, retention and disposal of DBS certificates and certificate information. It should be read alongside the YMCA Brunel Group GDPR Policy, which provides further information on data protection, confidentiality and individual rights.
YMCA Brunel Group complies with the DBS Code of Practice, the Data Protection Act 2018 and other relevant legislation.

## 2. Expectations and Policy Compliance

All employees involved in the DBS process are expected to:

- Handle DBS certificates and information confidentially and responsibly.
- Only access or share information where authorised to do so as part of their role.
- Ensure information is stored securely and used only for the purpose for which it was obtained.
- Follow the requirements of this policy and the GDPR Policy, including reporting any suspected data breaches.

Failure to comply with this policy may result in disciplinary action.

## 3. Storage, Access and Handling

DBS certificates and certificate information must be stored securely, whether in paper or electronic format. Access must be restricted to authorised employees who require the information to carry out their duties.
Certificate information must only be shared with individuals who are legally entitled to receive it. Where required, a record must be maintained of those to whom certificate information has been disclosed.
All information must be handled in accordance with the GDPR Policy, including its requirements for secure storage, confidentiality and access to personal data.

## 4. Use of Information

DBS certificate information will only be used for the specific purpose for which it was requested and in accordance with the relevant legal requirements.
Information will be considered fairly and appropriately when assessing an individual's suitability for a role, in line with YMCA Brunel Group's recruitment and safeguarding responsibilities.

## 5. Retention and Disposal

DBS certificate information will not be retained for longer than necessary. Following a recruitment or other relevant decision, certificate information will normally be retained for up to six months to allow for the resolution of any disputes or complaints, unless a longer period is justified and legally permitted, for example where required for a relevant inspection or safeguarding audit.
Once the retention period has expired, certificate information must be securely destroyed or deleted.



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YMCA Brunel Group will not retain copies or images of DBS certificates, or copies of their contents, unless retention is legally permitted and necessary for a specific purpose.
A record of the certificate issue date, individual's name, type of certificate, position applied for, certificate reference number and recruitment decision may be retained where appropriate, in accordance with the GDPR Policy and the organisation's retention requirements.

**6. Accountability**
The People/ HR Department is responsible for overseeing the DBS process and ensuring that certificate information is handled in accordance with this policy and the GDPR Policy.
All employees involved in the process are responsible for maintaining confidentiality, following the requirements of this policy and reporting any concerns or suspected breaches to their line manager and the People Department.
Any queries relating to this policy should be directed to the People Department.

**Signed on behalf of YMCA Brunel Group**
(original signed copy held at registered office)



Mike Fairbeard

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| Role of Signatory | Chief Executive |
| Date of Review of Policy | Jan 2027 |