

Handling of DBS Information Policy

Land of Joy Retreat Centre – March 2025

1. Purpose

Land of Joy Retreat Centre is committed to ensuring that Disclosure and Barring Service (DBS) information is handled fairly, stored securely, and used only for the intended purpose. This policy outlines our procedures for handling, storing, retaining, and disposing of DBS information in compliance with the DBS Code of Practice, the General Data Protection Regulation (GDPR), and relevant UK legislation.

2. Scope

This policy applies to all trustees, volunteers, and anyone responsible for handling DBS certificates or related information.

3. Use of DBS Information

DBS checks are conducted only when necessary for roles involving work with children, vulnerable adults, or other sensitive positions. We ensure that DBS checks are:

- Conducted at the appropriate level (Basic, Standard, or Enhanced) as required for the role.
 - Used solely for assessing an individual's suitability for a position at Land of Joy.
 - Not used to unfairly discriminate against any applicant or employee.
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4. Storage and Access

- DBS certificate information supplied to Land of Joy is kept securely in a locked storage unit.
 - Only designated individuals with the authority to handle DBS information will have access.
 - Electronic records are stored securely with restricted access on our volunteer information database, Capsule.
 - DBS information is not retained in personnel files unless required for regulatory purposes.
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5. Retention and Disposal

- DBS certificate information is only retained for as long as necessary and in line with DBS guidelines (typically no longer than six months after a recruitment decision is made).
 - After this period, information is securely destroyed by shredding or permanently deleting electronic records.
 - A record of the check (including date, reference number, type of check, and decision) may be kept without retaining the full certificate details.
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6. Confidentiality and Data Protection

- DBS information is treated as highly confidential and is processed in accordance with GDPR and the Data Protection Act 2018.
 - It is not shared with unauthorised individuals or organisations unless required by law.
 - Individuals have the right to request access to their DBS information as part of their personal data rights under GDPR.
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7. Handling Disclosures

- If a DBS check reveals information, it will be assessed fairly and on a case-by-case basis.
 - An individual will have the opportunity to discuss any disclosed information before a decision is made.
 - A risk assessment will be conducted to determine whether the information impacts their suitability for the role.
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8. Policy Review

This policy is reviewed annually or when legislative changes require an update.

Approved by: Land of Joy Board of Trustees

Date: 7th March 2025

Next Review Date: July 2026