

SILVER BIRCH ACADEMY TRUST

Handling and Disposal of Documents

DATE

Jan 2018

STATUS

Draft



Silver Birch Academy Trust
Registered in England & Wales
No. 08107310

4 Burnside Avenue
Chingford
London. E4 8YJ

www.sba.london
T: 0208 523 3228
E: info@sba.london



Handling and Disposal of Documents

Disclosure and Barring Service (DBS) Certificates

In accordance with the DBS Code of Conduct, the Trust will:

- Store DBS certificate information securely in a lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- Retain DBS certificate information, its content or any representation of the same in any format for no longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised or, in exceptional circumstances, where DBS agreement is secured
- Ensure that no reproductions of the DBS certificate or its content are made, including photocopies or scanned images, unless with the prior agreement of the DBS or as a result of a stipulated requirement relating to the e-channel service
- Only share DBS certificate information with relevant persons in the course of their specific duties relevant to recruitment and vetting processes
- Dispose of DBS certificate information in a secure manner
- Ensure that they comply with DBS guidance on the portability of DBS certificates and their contents.

Other Documents

The Trust will dispose of other documents in connection with staff recruitment after three months in line with good practice.

The above is subject to change under the EU's General Data Protection Regulation (GDPR) which will come in to force in May 2018.