

Policy on the handling of Disclosure and Barring Service (DBS) Certificate information

Contents:

- 1. General Principles**
- 2. Storage and Access**
- 3. Handling of Certificate Information**
- 4. Usage**
- 5. Retention**
- 6. Disposal**

1. General Principles

- 1.1 As a registered body organisation using the Disclosure and Barring Service (hereafter: DBS) to assist in the assessment of the suitability of applicants for positions of trust, Imperial College London complies fully with the [DBS Code of Practice](#) regarding the correct handling/processing, use, storage/access, retention and disposal of certificates and certificate information.
- 1.2 The University will process applicant data in line with the Privacy Notice for Students and Prospective Students in accordance with any applicable data protection laws in England and Wales, including from 25 May 2018 the EU General Data Protection Regulation 2016/679 (GDPR). The University is the data controller of your personal data. The University has appointed a Data Protection Officer, who can be contacted via email at dpo@imperial.ac.uk, via telephone on 20 7594 3502 and via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

2. Storage and Access

- 2.1 DBS certificate information will be kept securely in lockable, non-portable storage units with access restricted to only those individuals who are entitled to see it in line with their duties as contracted by Imperial College London.

3. Handling of Certificate Information

- 3.1 In accordance with section 124 of the Police Act 1997, certificate information is only passed to or accessible to those who are authorised to receive it in the course of their duties as contracted by Imperial College London. We maintain a record of all those to whom certificates or certificate information has been revealed/processed.

4. Usage

- 4.1 DBS certificate information is only used for the specific purposes for which it was requested and for which the applicant's consent has been given.

5. Retention

- 5.1 Upon reaching a recruitment decision, certificate information will only be retained for as long as is necessary to allow for the consideration and/or resolution of disputes or complaints, or to meet other regulatory safeguarding or compliance audit requirements. Throughout any relevant period of retention, the conditions of storage, usage and access as outlined in this policy will prevail.

6. Disposal

- 6.1 Once the necessary retention period has been fulfilled, all DBS certificate information will be destroyed securely in accordance with the University's procedure for the [handling and destruction of confidential waste](#).
- 6.2 We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding this, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Document title:		Policy on the handling of Disclosure and Barring Service (DBS) Certificate information	
Version:	2	Date:	19/06/2024
Originator:		Admissions	
Contact for queries:		Head of Admissions	
Cross References:		Policy for the admission of ex-offenders School of Medicine Policy and Procedure for DBS Certification Privacy Notice for Students and Prospective Students Undergraduate Admissions Policy	
Notes and latest changes:		Formatting changes June 2024	