

Guidelines on the Secure Handling and Storage of Disclosures (DBS)

General Principles

BCA uses the Disclosure and Barring Service (DBS) to help assess the suitability of all successful applicants for employment at the College. BCA complies fully with the DBS Code of Practice in regards to the correct handling, use and storage of DBS Certificates. BCA also complies fully with its obligations under the General Data Protection Regulations and other relevant legislation relating to the safe handling and use of DBS Certificates.

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. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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