

# **Storage, retention and disposal of records**

10.1.1 DBS disclosure certificates contain sensitive personal data and therefore employers must comply with the current data protection law and the DBS code of practice. The code is designed to ensure that any criminal record information released is used fairly and is handled and stored appropriately.

10.1.2 Criminal record information must only be used for the specific purpose it was requested for, and with the individual's explicit consent. The following information should be recorded and retained on ESR:

- issue date of the disclosure certificate
- level of check requested
- role it was requested for
- any checks against one or both barred lists
- the unique reference number of the certificate
- the decision to offer/withdraw the appointment.

10.1.3 Any photocopied or electronically scanned copies of the disclosure certificate and self-declaration forms should be stored in secure facilities with strictly controlled access. Access should be limited to individuals who need to use this type of information in the course of their normal duties.

10.1.4 Once a decision has been made on whether to appoint or not, the disclosure certificate should be kept in line with the DBS code of practice and data protection laws. The DBS advise holding on to criminal record information for six months after the recruitment phase, to ensure resolution of any disputes or complaints. Queries about the retention of criminal record information can be directed to the DBS Data Protection Manager by emailing [dbsdataprotection@dbs.gsi.gov.uk](mailto:dbsdataprotection@dbs.gsi.gov.uk).