



PONY PARTNERSHIPS



HANDLING OF DBS CERTIFICATE INFORMATION POLICY STATEMENT

Name of Organisation: Pony Partnerships CIC.
Venue/address for which policy applies: All venues.
Date of last review: 1st September 2024
Date of next review: 31st August 2025
Name of author: Danielle Mills

General principles

Pony Partnerships CIC uses the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust. Pony Partnerships CIC complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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; this may include commissioning organisations. 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

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

Retention

Once a recruitment (or other relevant) decision has been made, we will keep certificate information as part of our Single Central Record to evidence compliance with Safeguarding and Safer Recruitment procedures. The usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once your contracted period of work has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping, or burning. While awaiting destruction, certificate information will be kept securely.

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 the above, 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.

Your rights

You have the right to ask us to provide a copy of the information held by us in our records, for which we may charge a small fee. You also have the right to require us to correct any inaccuracies in your information. If you would like to do this, please contact us at info@ponypartnerships.com or send us mail to Pony Partnerships CIC, c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY.

You may withdraw your consent for us to hold and process your data at any time. However, if you do this while actively receiving counselling at PP, your counselling will have to end. You can withdraw your consent by contacting us at info@ponypartnerships.com or send us mail to Pony Partnerships CIC, c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY.

Changes to this policy

We may edit this policy from time to time. If we make any substantial changes, we will notify you by posting a prominent announcement on our website.

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