

# HARPENDEN MENCAP

*The voice of learning disability*

Stairways  
19 Douglas Road  
Harpenden  
Hertfordshire  
AL5 2EN

Telephone: 01582 460055  
Email: [office@harpendenmencap.co.uk](mailto:office@harpendenmencap.co.uk)



## Disclosure and Barring Policy

### Policy statement

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Harpenden Mencap complies fully with the code of practice regarding the correct handling, storage, retention and disposal of certificates and certificate information.

It also fully complies 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.

### Storage and access

Certificate information should be kept securely in lockable, non portable storage containers which 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. Harpenden Mencap maintains a record of all those to whom certificates or certification information has been revealed and it is a criminal offence to pass this information on to those who are not entitled to receive it.

Harpenden Mencap is inspected by the Care Quality commission and may retain the certificates until the next inspection.

Once the inspection has taken place the certificates but be destroyed.

## 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 as recruitment decision has been made, we do not keep certificates information for longer than is necessary. This is generally up to 6 months.

Throughout this time the usual conditions regarding safe storage and strictly controlled access are adhered to.

## Disposal

Once the retention period has elapsed, we will ensure that any DBs certificate information is immediately destroyed by secure means, for example shredding.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate, however we may keep a record of the date of the 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 certificate and the details of the recruitment decision taken.

National Mencap is the umbrella body who countersigns applications and receives certificate information on behalf of Harpenden Mencap.

Signed: Karen Stafford Director

Date: February 2018

Policy review:  
**Implemented- October 2015**