

	<h1>CRIMINAL RECORDS</h1>	<p><b>HRR002</b> <b>V1</b> Date 09.05.18</p>
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As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Double Impact Services complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. Any worker or potential worker can obtain a copy of the DBS Code of Practice on request. Please contact the Human Resources Manager at the company's Head Office.

Double Impact Services is committed to equality of opportunity in its work and has a written Equality & Diversity Policy available to potential and existing workers on request. Double Impact is committed to the fair treatment of potential workers regardless of any offending background.

Double Impact has a written policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.

### **Handling, storage, retention and disposal of disclosures**

Double Impact complies fully with the DBS Code of Practice regarding the correct handling, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information. DBS checks will only be obtained for individuals who have been given a preliminary offer of employment. Disclosure information will be kept in a non-portable cabinet or cupboard kept locked at all times and only those with the authority to view such information as part of their duties will have access.

### **Handling**

In accordance with section 124 of the Policy Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested, which for Double Impact, is for minimising risk in recruitment and selection of workers and for which the applicants full consent has been given.

## **Retention**

Once a recruitment (or other relevant) decision has been made, DBS disclosure information will not be stored unless in exceptional circumstances it is considered necessary to keep such information to allow for consideration and resolution of any disputes or complaints. If it is necessary to keep such information for longer than six months, consideration will be given to the Data Protection rights of the individual.

Disclosure check documentation is provided only to the worker. Double Impact requests staff show us the original copy within 7 days of receipt of the disclosure check. A record of the date of issue of a disclosure, the name of the data subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken, will be securely stored for monitoring purposes.

## **Disposal**

Any disclosure information provided by individuals will be confidentially shredded, if necessary.

## **Disputes**

If an individual disputes the content of a Disclosure and Barring Service check, they should contact the Human Resources Manager who will process their dispute in line with guidelines published by the DBS. Monitoring of this policy will be undertaken to ensure compliance.