

# The Gaelic Games Council of Britain (GGCB)

## Handling of Vetting Certificate Information

### **Secure storage, handling, use, retention and disposal of vetting information:**

#### **General principles**

As an organisation using the Disclosure and Barring Service (DBS) & Disclosure Scotland checking services to help assess the suitability of applicants for positions of trust, the Gaelic Games Council of Britain complies fully with the DBS & PVG Codes of Practice regarding the correct handling, use, storage, retention and disposal of certificate and certificate information

It also complies fully with its obligations under the General Data Protection Regulations (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage and 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 should be 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 (England and Wales) and section 122 of Part V of the Police Act 1997 (Scotland), 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**

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 do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

#### **Disposal**

Once the retention period has elapsed, we will ensure that any DBS/PVG certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

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 Disclosure was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

#### **DBS Logo**

The DBS & PVG logos are protected by copyright, the copying and use of these logos are not permitted without prior approval.

#### Related Policies:

Recruitment of Ex-Offenders (England & Wales) plus (Scotland)  
Codes of Practice (Disclosure & Barring Service) and (Disclosure Scotland)