

Introduction

This policy covers the handling of Disclosure and Barring Service (DBS) certificates by the Wargrave & District Snooker Club (“WDSC”, or “the Club”).

The use of the DBS service was occasioned by the Club’s decision to offer snooker coaching lessons to children at the Club, conducted by a WPBSA-accredited coach, with the participation of members of the Club.

General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, WDSC 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 General Data Protection Regulation (GDPR), Data Protection Act 2018 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.

A copy of our data policy is available on the Club’s web site (www.wargravesnooker.co.uk).

Storage and access

The responsible committee member will review the original certificate, which will be returned to the applicant for their own safekeeping. A note will be made of the date of issue and reference number of the certificate, which will be kept in accordance with our data policy.

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. 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.

The viewing of the information will initially be restricted to the committee member responsible for the review. In case of a relevant disclosure, then this would be discussed by the committee.

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.

The viewing of the information will initially be restricted to the committee member responsible for the review. In case of a relevant disclosure, then this would be discussed by the committee. We would refuse to permit to work with juniors anyone with a relevant disclosed offence.

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.

The actual certificates are not retained by WDSC. They are retained by the applicant. Certain data about the certificate (such as date of issue, date of expiry and reference number) will be retained for the period of validity of the certificate plus one year.

Disposal

Once the retention period 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 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 certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.