

Policy Statement: Disclosure and Barring Service

General principles

LSE uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants when recruiting to positions that are likely to involve working with children or vulnerable adults, or other positions of trust. Therefore, LSE will comply fully with the DBS Code of Practice regarding the correct storage, handling, usage, retention and disposal of information obtained through DBS checks.

All applicants who require a DBS check will be made aware of the Code of Practice during the recruitment process and will be provided with a copy on request. This policy statement will be made available to all disclosure applicants at the outset of the recruitment process through LSE's website.

LSE also complies fully with its obligations under the General Data Protection Regulation (GDPR) and other relevant legislation regarding the safe handling, use, storage, retention and disposal of such information. LSE has a written policy on these matters which is available on request.

An application for a DBS check will only be submitted to the DBS where a check has been identified in advance as necessary for the position. In such cases, the recruitment information related to the position will include a statement that an application for a DBS check will need to be submitted if the applicant is offered the position.

Storage and access

Disclosure 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, disclosure information is only passed to those who are authorised to receive it in the course of their duties. LSE maintains a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. LSE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment, should this be necessary.

In line with the Code of Practice, LSE undertakes to treat all applicants fairly. LSE will not discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

LSE will ensure that every recruitment decision related to DBS checks or other safeguarding concerns will be overseen by an individual who has been suitably trained to identify and assess the relevance and circumstances of any offences disclosed. LSE will also ensure that appropriate guidance and training has been provided in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. LSE has a written policy on the recruitment of ex-offenders which is available on request.

Retention

Once a recruitment (or other relevant) decision has been made, LSE will not keep any information disclosed through a DBS check for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints where relevant. Where exceptional circumstances make it necessary to keep such information for longer than six months, LSE will consult with the DBS, give full consideration to GDPR and the individual's human rights, and will inform the individual before making a decision. Throughout this time, the usual conditions for safe storage and strictly controlled access will apply.

Disposal

Once the retention period has elapsed, LSE will ensure that any information disclosed as part of a DBS check is immediately destroyed by secure means. While awaiting destruction, the information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). LSE will not keep any photocopy or other image of the information or any copy or representation of the contents of a DBS check.

However, notwithstanding the above, LSE may keep a record of the date of issue of a Disclosure, the name of the 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.