

The Gaelic Games Council of Britain (GGCB)

How does GGCB handling of Disclosure and Barring Service (DBS) and Protection of Vulnerable Groups (PVG) certificates and certificate information?

1. Introduction

- 1.1 This documents provides you with information detailing how GGCB handles, uses, retentains, stores and disposes of DBS and/or PVG certificates and certificate information.**

2. General principles

- 2.1 As an organisation using the DBS and PVG checking service to help assess the suitability of applicants for positions of trust, GGCB complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.**

3. Storage and access

- 3.1 Certificate 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. Any information stored electronically, is password protected and the designated computer is encrypted.**

4. Handling

- 4.1 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. We do not give the information to anyone who is not entitled to receive it and we are aware that it is a criminal offence to do so.**

5. Usage

- 5.1 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, i.e. to comply with our safeguarding obligations with regard to those involved with activitites involving under 18's.**

6. Retention

- 6.1 Once a recruitment (or other relevant) decision has been made, GGCB does not keep certificate information 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.**

7. Disposal

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

7.2 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.