

DARTMOUTH DENTAL PRACTICE

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Devon

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CRB Checking & Handling of Certificate information

Secure storage, handling , use, retention and disposal of certificates and certificate information

The Criminal Records Bureau's (CRB) Code of Practice requires that all registered bodies must have a written policy on the correct handling and safekeeping of CRB certificate information. **It also obliges registered bodies to ensure that a body or individual, on whose behalf they are countersigning applications, has a written policy.**

General principles

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust, Dartmouth Dental Practice complies fully with the CRB 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 Data Protection Act 1998 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.

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, 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.

To note: We only need to retain the top third of a CRB certificate as evidence that a disclosure certificate has been obtained providing that this does not include details of offences. The original CRB checks do not need to be retained for the purposes of inspection but it is necessary to be able to show that a record has been kept of it. Once the inspection has taken place this information should be destroyed in accordance with the CRB code of practice.

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.

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Retention

Once a recruitment (or other relevant) decision has been made, we do 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. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. 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 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 certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for CRB certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Who should be CRB checked?

We carry out risk assessments with respect to those individuals we consider for employment or are contracted to carry out dentistry or hygiene services on our premises.

The risk assessment procedure is as follows:-

Is the person being considered for employment likely to be left alone with either children, young persons or vulnerable adults? If **YES** then an enhanced CRB check should be made, if **NO** then no CRB checking is necessary. If **YES** then a request for an enhanced CRB check is made through the umbrella organisation, in our case, NHS Devon. The potential employee is informed prior to the application that this will be the course of action before employment is offered.

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CRB Register

The following people have been CRB checked.

Name	Date of issue	Name of subject	Type of certificate requested	Unique ID of certificate	Recruitment decision
Alexander Dring	15/11/2006	Alexandra Jane Dring and Alexandra Jane Morgan	Enhanced through PCT	1146052837	Recruited
Lorraine Paul	17/11/2011	Vanda Lorraine Paul	Enhanced through PCT	1312707361	Recruited
Marian Roberts	08/05/2008	Marian Louise Roberts	Enhanced through PCT	1196306304	Recruited
Stephen Pepperrell	12/08/2010	Stephen Pepperrell	Enhanced through PCT	1291473306	Recruited