

29er UK Class Association Policies on DBS

This document contains two policy statements:

1. The 29er UK Class Association Policy Statement on the secure handling, use, storage, retention and disposal of DBS Disclosure certificates and certificate information;
2. The 29er UK Class Association Policy Statement on the Recruitment of Ex-Offenders

Policy 1

The 29er UK Class Association Policy Statement on the secure handling, use, storage, retention and disposal of DBS Disclosure certificates and certificate information

General Principles

As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, the 29er UK Class Association complies fully with the DBS 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 Regulations (GDPR), the 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.

Storage and Access

Certificate information is kept securely, in lockable, non-portable, storage containers or on a password protected computer 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 have

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 safe storage and strictly controlled access will prevail.

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, or securely deleted from a computer system. 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 Disclosure, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body 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 Code of Practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, as such a written policy and, if necessary, will

provide a sample policy for that body or individual to use or adapt for this purpose.

Policy 2

29er UK Class Association Policy Statement on the Recruitment of Ex-Offenders

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, the 29er UK Class Association complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

The 29er UK Class Association makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The 29er UK Class Association aims to ensure that all present and potential participants, members, volunteers, and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

The 29er UK Class Association actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications, and experience. The 29er UK Class Association undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The 29er UK Class Association can only ask an individual to provide details of convictions and cautions that the 29er UK Class Association is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), the 29er UK Class Association can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

The 29er UK Class Association ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA if required.

The 29er UK Class Association ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

July 2025