

Privacy Notice



North Yorkshire
County Council

Disclosure and Barring Service (DBS)

This Privacy Notice is designed to help you understand how and why the Disclosure and Barring Service Team processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

Your prospective or current employer will identify if you require a DBS check. You will be asked to complete an online application form and submit relevant identification documents in order to verify your identity. The information we collect at this stage includes but is not limited to:

- Your name, contact details and addresses (including previous addresses);
- Your drivers licence number and relevant details;
- National Insurance Number;
- Gender;
- Passport Information (Issue date and passport number);

Why do we collect your personal information?

The DBS team will cross reference the information you provide on your application form with the information on your ID to ensure the correct type of check has been requested. The DBS team will then submit your information to DBS National. To find out more about how DBS National processes your information please see their [website](#).

If your DBS check is clear DBS National will send you your certificate and will notify the DBS team of the result.

Notification will be received by your recruiting manager and yourself if your certificate contains information (generally information in relation to previous criminal convictions) that needs to be reviewed by a service decision maker who will assess for suitability. The review will take place and any decision will be held on file by your employer for the period of your employment.

Who do we share this information with?

We only routinely share information with DBS National and usually your information is kept within the Council's DBS Team.

If the DBS Team is notified of any relevant information on your DBS certificate, i.e. safeguarding concerns, we may refer this information to relevant safeguarding officers within the relevant service.

How long do we keep your information for?

Data held	Retention period
If you are a County Council Employee and there are <u>no concerns</u>	Your information will be held on your personal file and destroyed after six years of your employment termination.
If you are a County Council employee and there <u>are concerns</u>	Your information will be held until your retirement age or 10 years from the date of allegation (whichever is longer).
If you are not a County Council employee	Your information will be passed to your employer or relevant organisation. The DBS team will keep this information for 12 months following closure.

What is our lawful basis for processing your information?

The County Council is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The County Council is also legally required to process this information as it has a duty of care towards the vulnerable adults and children that it provides services to.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our Corporate Privacy Notice.