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**ARC Disclosure Service - DBS**

**Policy for the Retention & Deletion of Applicant Data**

The ARC Disclosure Service are committed to meeting the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. As an umbrella body for the Disclosure and Barring Service, and independent controller of data, obtained from you, we will ensure we uphold our data management responsibilities.

This means that any information gathered, whether it is on paper or in an electronic format, will only be used in the context of processing DBS applications and retained in line with the guidance detailed below.

The ARC Disclosure Service will delete application data in accordance with the regulatory and contractual requirements we have with the DVLA, Home office and DBS. These requirements along with the new GDPR regulations means that we have to abide by the following time frame for the retention and deletion of data –

**Weekly** – Check progression of stage 4 applications, the applications that are currently with a police station being checked, and escalate wherever possible

**3 Months** – Applicant data is deleted for all applications where we do not have all the data for example any awaiting ID checks pre countersignature.

A system note will automatically be added 14 days prior to the 3 months as a warning for action to be taken. This notification is sent to all primary users and their role to forward to the person dealing on the application.

**6 Months** – Application data and details are removed from processed applications. This happens 6 months after results are issued. The system will not generate a notification in relation to this.

**12 Months** – Consent, application notes and audit of application are all removed from processed applications.

**24 Months** - We remove all details of application 24 months after a employee has left the role they were DBS checked for (The end date is entered by the employer once; either an employment decision to not employ, Employee has decided not to take the role or they leave your organisation. This is reliant on each organisation keeping the application up to date)

**Withdrawal of applications by the DBS**

Should the DBS withdraw an application during processing then the only data held on our systems will be the organisation reference number, DBS reference number and date of withdrawal.