

## Taxi Licensing

### **Policy on handling, storage, retention and disposal of DBS certificates and certificate information**

#### **1 General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants to be taxi/Private Hire Vehicle drivers, Boston Borough Council's Taxi Licensing Team complies fully with the 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 Regulation (GDPR), 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.

#### **2. Storage and access**

Certificate information will be kept securely, in the lockable cupboard in the Licensing Office with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **3. 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. Generally, the only persons given access to information is elected members sitting on a Licensing Sub-Committee Hearing to determine an application. Members of the sub-committee are provided with a copy during the hearing, which is then collected at the end of the hearing and securely destroyed.

#### **4. 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.

#### **5. Retention**

Once a taxi licensing decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration of the application and any subsequent appeal. DBS certificates are not retained nor

destroyed by the Licensing Team providing they can be returned to the applicant. If this is not possible for any reason we will ensure that any DBS certificate information is immediately destroyed by secure means, for example 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).

## **6. Disposal**

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 licence decision taken. We also retain a record of the ID documentation examined, but not a copy of the documentation.