



22 November 2017

Our Ref: PCT 0117-007

Peter Danby and Associates

By email to:

[request-427357-
39f07ac9@whatdotheyknow.com](mailto:request-427357-39f07ac9@whatdotheyknow.com)

Your Ref: Request 427357-
39f07ac9

Dear Mr Danby

Re: Disclosure and Barring Service

Thank you for your email dated 7 November 2017 addressed to the Disclosure and Barring Service's Freedom of Information Email Inbox.

In your email, you asked three questions:

- 1] As you are a so called public authority, why does Disclosure and Barring Service require commercial insurance?
- 2] You have also not given an address for lawful purposes, please can you supply it?
- 3] A Po Box Number is not a contractual address, why does DBS use them?

As I explained in my response to you of 9 November, none of these questions meet the threshold for a Freedom of Information Act request, so they are being treated as an enquiry.

Taking your questions in turn, for question one, I would direct you to Paragraph 4.5 on Page 16 of our Framework Document which we referred to in our response of 24 October to your request for an Internal Review dated 26 September 2017. Here is the relevant link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/210857/DBS_Framework_Document.pdf

As you can see, this paragraph refers to Commercial Insurance and states that '*DBS shall not take out any insurance without the prior approval of the Home Office*'.

Question two states that we have not given an address for lawful purposes, and you ask us to provide one. If it helps, we operate from two sites, Liverpool (which looks after the Disclosure side of the business) and Darlington which handles the barring elements. Our Liverpool address (as confirmed in our response of 22 September to your request for an internal Review of 29 August) is 10 Princes Parade, Liverpool L3 1QY. Our Darlington address is Stephenson House, Morton Palms Business Park, Alderman Best Way, Darlington, DL1 4WB.

Finally, question three states that a PO Box is not a contractual address, and you ask why DBS use them. Many organisations in the public and private sector use PO Boxes. On 3 August in response to another Freedom of Information Act request from you, we explained that PO Boxes are used to separate certain categories of post and remove the need to sort such mail from the main post received through the postal address route.

We have received a number of requests for information from you in recent months, elements of which relate to commercial insurance, indemnity insurance, public liability insurance and so on. There has also been a theme running through recent requests concerning our use of PO Boxes.

The Freedom of Information channel is not always the most appropriate one to use for obtaining information of this nature from a public organisation like ours. The Office of the Information Commissioner (ICO) provides some helpful advice about how to obtain information from a public body, including how to make a request for information under the act: <https://ico.org.uk/for-the-public/official-information>

If there is some information that you would like or if you simply want an explanation into how things work, you can contact our Customer Services team, who will be pleased to address any enquiries you have. Our contact details are on the website but for ease of reference, here they are:

DBS customer services
PO Box 3961
Royal Wootton Bassett
SN4 4HF

Email customerservices@db.sgs.gov.uk

DBS helpline 03000 200 190

I hope that this has helped to address your questions.

Yours sincerely

D Dennett
Directorate of Corporate Affairs