

Statement of fair processing

In order for you to use this service and complete your application, we are required by law to share some important information with you and you are required to give your consent for your data to be processed for this purpose.

Purpose of the application

This Disclosures system is provided to the Registered Body responsible for countersigning the applications processed on this system under the terms of a licence agreement with Atlantic Data Ltd., who process disclosure applications and host the data on behalf of the Registered Body.

Your consent is required so that:

- your employer (or the organisation requesting you to complete this criminal record check) can apply for a DBS disclosure
- the Registered Body may pass on your information to the DBS to carry out disclosure
- the DBS can complete your DBS disclosure.

Legal justification for the application

Your consent is one legal basis for processing this disclosure application. In addition to your consent, your employer (or the organisation requesting you to complete this criminal record check) is likely to be able to rely on one of a number of other legal reasons for processing your data for this purpose. For example the disclosure application:

- is likely to be necessary in order for your employer (or the organisation requesting you to complete this criminal record check) to comply with their legal obligations
- may be necessary in the performance of a contract with you
- may be necessary to protect the interests of your employer (or the organisation requesting you to complete this criminal record check) to safeguard children or vulnerable adults in its care.

Retention

Your personal information supplied for the purpose of a disclosure application will be retained for only as long as is necessary. For more detail about how your data is retained, please refer to our Privacy Statements below.

Confidentiality

Your personal information will be treated with the strictest of confidence in accordance with data protection legislation (including the Data Protection Act and the General Data Protection Regulation). It will be securely held on a password protected database and access restricted to named individuals who require access as part of their normal duties.

For more information on how your personal data is managed, please refer to the Privacy Statements below.

To read Atlantic Data Ltd.'s Privacy Statement, please go to:

http://atlanticdata.co.uk/files/Privacy_and_Security_Policy.pdf

To read the Registered Body's privacy policies please visit their website.

Consent

I have read and understood both Atlantic Data Ltd. and the Registered Body's Privacy Statements and policies.

I give consent for my information to be used to submit a disclosure application. I understand that Atlantic Data Ltd. and the Registered Body (Registered Body) will share this with the Disclosure and Barring Service. I also understand that my information will be used only for the purpose it is supplied, unless my prior consent is obtained.

The Disclosure and Barring Service (DBS) Statement

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

For further information about how the Disclosure and Barring Service will process your information, please go to:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

The DBS issue an electronic result directly to the Registered Body responsible for countersigning your disclosure application. The electronic result will provide an indication of the outcome of the result and may be shared with your employer (or the organisation requesting you to complete this criminal record check). The electronic result contains a message that indicates either the certificate is blank or to await sight of the hard copy certificate. This may indicate that the certificate contains information. This electronic result may be received by the Registered Body before the certificate has been received by you in the post.

Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration

I have read the Standard/Enhanced DBS check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policy> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Consent to obtain e-Bulk standard/enhanced check electronic result

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.