

## Statement of Fair Processing

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.

By accessing the eSafeguarding website and providing us with your personal details you are agreeing to the terms of our privacy policy as laid out in this Statement of Fair Processing.

All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998, and from the 25<sup>th</sup> of May 2018 the General Data Protection Regulations (GDPR).

Personal data will only be processed with the consent of the individual for the purpose of administering a Disclosure application. Any information provided will be securely held on a password-protected database with access restricted to named individuals who require access as part of their normal duties.

Information will not be shared with any other third parties outside of the Disclosure process, except where required by Law, without the express consent of the individual. (As part of the Disclosure process the only instance where your details may be used to assist other organisations for identity verification purposes is when you require a Route 2 External Validation check).

All information held following a Disclosure application will be securely destroyed when no longer required.

eSafeguarding agrees to abide by the Code of Practice and recommendations published from time to time on the DBS Website.

All organisations using eSafeguarding's disclosure service agree to adhere to and comply with the requirements of the Data Protection Act 1998, and from the 25<sup>th</sup> of May 2018 the General Data Protection Regulations (as amended or re-enacted from time to time) at all times.

The Client confirms their understanding that personal data contained in Disclosure Application Forms and Disclosures is sensitive personal data as defined in the Data Protection Act 1988, and criminal record data as defined in the General Data Protection Regulations, and that it must be held and treated in the utmost confidence at all times.

The Client warrants that it has a Policy on the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information in compliance with the DBS Code of Practice and the Police Act 1997 and will provide eSafeguarding with a copy of their policy document.

The Client agrees to abide by the Code of Practice and recommendations published from time to time on the DBS Website.

The Client agrees to adhere to any other applicable legislation, laws, codes of practice and/or rules and obligations relevant to the receipt, use and storage of the Disclosure Certificate.