

## DISCLOSURE & BARING SERVICE (DBS) CONSENT FORM

(TO BE COMPLETED BY POTENTIAL SDSG VOLUNTEERS)

**Applicant Name:**

Please read this Declaration of Consent carefully and sign below to confirm your agreement:

As part of an organisations recruitment process, dependent on the result of your disclosure application it may be necessary to upload your completed certificate into eBulkPlus.

If required I authorise the organisation requesting this check, or the Registered Body administering this check on their behalf, to scan and upload the completed certificate into eBulkPlus to enable a recruitment decision to be made. I confirm that my consent is explicit, fully informed and freely given for the purposes of obtaining a disclosure certificate as stated above.

All information requested is used solely for the purpose of obtaining a DBS certificate and is collected, stored and processed in accordance with GDPR. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our eBulkPlus online disclosure service to you; or (iii) as required by law.

The eBulkPlus system is hosted within an ISO27001 accredited data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to the DBS using the e-Bulk Interface.

I confirm that in the event that my DBS certificate contains any police or any other information I will produce the original DBS certificate to the processor (Nicky Fanelli (NF)) or a nominated trustee within five working days following my receipt of it, in order for them to proceed with my volunteer or approved contractor application. I acknowledge that if I fail to produce my original DBS certificate within this timeframe SDSG may not proceed with my application.

I understand that if I undertake “volunteering activity” / “contracted work” before I receive my DBS certificate and/or produce it to NF that this will be on a conditional basis. If my DBS check is unsatisfactory to SDSG, I acknowledge that my engagement will not be confirmed/will not continue.

I confirm that I give my consent for SDSG to take a copy or image of my original DBS certificate and hold the copy/image for as long as is necessary to complete the recruitment process. At the end of this period I acknowledge that SDSG will remove the copy from their records and destroy it. They may however keep a secure record of my name and the date the DBS record was checked and its outcome for up to 6 years.

I further acknowledge that SDSG may share the information contained on the DBS certificate with a third party for the purposes of seeking guidance on the recruitment decision, where appropriate.

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

I confirm that I have read and understood SDSG's Data Protection Policy and Safeguarding Policy. I am aware I can access further information about my rights at <https://www.gov.uk> and confirm that SDSG can proceed with my DBS check.

Signed.....

Print name.....

Date.....

**Additional section to be completed by applicants who have a subscription to the DBS online update service only:**

By signing this section of the form you confirm that you are registered with the DBS update service and you give permission for SDSG to carry out a status check with the DBS online update service.

You confirm you will produce to SDSG your current DBS certificate and any further information required to carry out a DBS status check.

You acknowledge that SDSG may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status check indicates that your certificate is no longer current.

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

Signed.....

Print name.....

Date.....