Disclosure and Barring Service Standard/Enhanced Disclosure Applicants Privacy Policy

1. About us

- 1.1. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
- 1.2. Every year we issue around four million Disclosure certificates. We also manage both : :
- 1.3. We search police records and in relevant cases, barred list information, and then issue a DBS certificate to you.
- 1.4. Occasionally, depending on circumstances, and in order to produce a complete and accurate certificate, we must issue a manually produced certificate. Manual certificates follow the same checking processes as our system-generated certificates and are equally valid. It must be noted however, that applicants issued with a manual certificate cannot join the update service with that certificate.

1.8. You will have the ability to <u>track your application</u> for standard and enhanced checks. You will need to enter your form reference number and date of birth in order to use this facility.

2. What is it I need to know?

2.1. This is our Privacy Policy. It tells you how we will use and protect any information we

measures in place to stop unlawful access and disclosure. All of our IT systems are subject to formal accreditation in line with Her Majesty Government (HMG) policy. They also comply with the security required within GDPR to 13(t)-3(ed)3()-4(Ooacc)1cy.

These restrictions are covered in more detail in the forthcoming Data Protection Bill 2018.

14. Transfer outside the European Economic Area

14.1 If you have spent time in the Channel Islands or the Isle of Man, it is likely that your data will be passed to police forces in that area. If any of your data has to be transferred outside of the UK, the DBS will ensure that an adequate level of protection is put in place.

15. Our staff and systems

- 15.1 All of our staff, suppliers and contractors are security vetted by the Home Office Security Unit prior to taking up employment. All staff are data protection trained and are aware of their data protection responsibilities. This is refreshed on an annual basis.
- 15.2 We conduct regular compliance checks on all DBS departments and systems. All

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