Disclosure and Barring Service (DBS) Privacy Notice Declaration and consent to share your personal data

Undertaking this piece of work requires a DBS check. We are utilising the organisation HR Connect Employment Check to process this pre-employment check.

To progress the DBS application, your data will be utilised by HR Connect Employment Check and the disclosure and barring service. Before we can progress this check you must confirm that you have read and understand the appropriate DBS’ policies for processing your personal data. You are also required to confirm that you consent for your personal email address to be sent to HR Connect Employment Check and you have read and understood their DBS privacy notice.

Before completing your application please read:

* the appropriate DBS Privacy Policy’s, relevant to the level of check you are applying for; Basic, Standard, Enhanced or Enhanced with Barred list. You can find the DBS Privacy Policy’s here - <https://www.gov.uk/government/publications/dbs-privacy-policies>.
* Cantium’s DBS Privacy Notice (https://cantium.employmentcheck.org.uk/content/privacy-notice)

Once you have read these, please can you sign below, confirming that you have read and understood the above documents and you provide consent for your personal email address to be shared with HR Connect Employment Check for the purposes of initiating your online DBS check, which will be processed by them on our behalf.

Please ensure you write the exact name on your ID forms, especially if you have a middle name.

Please confirm the email address you would like to use for this check.

Without a declaration and consent from you, we are unable to provide the relevant information to HR Connect Employment Check, who will be submitting your application to the DBS on our behalf, therefore without it your application can not be progressed.

A copy of this declaration will be stored on your personnel file.

**Name (Please write the exact name on you ID, otherwise it may fail the ID**

**check)…………………………………………………**

**Date…………………………**

**Signed………………………………………………..**

**Email address you would like to use:…………………………………………….**