

# Statement of Fair Processing

Criminal Record and Barring Service Ltd works closely with the Disclosure and Barring Service (DBS) and the Home Office to produce online vetting and screening systems that allows you to complete your online application at any location with internet access.

By accessing the Criminal Record and Barring Service Ltd portal for online vetting and screening checks and providing us with your personal details you are agreeing to our Terms of Use, our Privacy Policy and our Statement of Fair Processing.

Criminal Record and Barring Service Ltd has legal obligations towards you in the way we deal with your data as follows:

All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2016.

1. We will hold your personal information on our systems for as long as needed to meet the service.
2. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2016.
3. We will provide a safe and secure experience for users of this service.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below (and the purposes set out in our Privacy Policy).

## Fair Processing Principles

- We will hold your personal information on our systems for as long as needed to meet the service your employer has requested, and remove it in the event that the purpose has been met.
- Your personal information is only processed with your consent.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs at Criminal Record and Barring Service Ltd and by your employer, the DBS and the Home Office.
- Vetting and screening results are produced on the basis of the information you supplied. You must ensure that this information is accurate and up to date. We are not responsible for any results that are incorrect as a result of the information provided by you.
- Your information is protected from unauthorised or accidental disclosure at Criminal Record and Barring Service Ltd.

- Procedures are in place for dealing promptly with any dispute.
- Personal data will only be processed with the consent of the individual for the purposes set out in any e-consent you complete and/or in the Privacy Policy. 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.

All electronic processing and the communication of data is submitted to and from the DBS, and the Home Office via a secure government pathway. All information to third parties is encrypted whilst in transit.

Information will not be shared with any other third parties outside of the purposes you have consented to (except where required by law) and without the express consent of the individual.

To read our Privacy Policy Statement, please refer to our website.

Signature: *George Griffiths*

Date: 05/10/2017