



## Statement of Fair Processing

By accessing our Website and providing the Association for Real Change with your personal details, you agree to accept and be bound by the terms of the Association for Real Change's statement of 'fair processing' which is summarised below.

Using the IT specification supplied by M G Care Executive Ltd t/a UCheck, the Association for Real Change have produced an Online Disclosure System, which is an alternative to the standard paper forms, therefore allowing you to complete your application at any location with internet access.

Our Online Service is committed to protecting the privacy of our users. 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

We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met .

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).

The Association for Real Change Fair Processing Principles are:

### 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 the Association for Real Change and M G Care Executive Ltd t/a uCheck and by your employer, the DBS, the DVLA, the Home Office and Credit Agencies.
- 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 the Association for Real Change and M G Care Executive Ltd t/a uCheck.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose of producing a Disclosure and Barring Service Certificate and is collected, stored and processed by the Association for Real Change and the Disclosure and Barring Service in accordance with the Data Protection Act 1998.

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.

Any organisation that uses the Association For Real Change Online Disclosure Service is obliged to sign a service contract requiring them to:

1. Abide by the Data Protection Act 1998 and General Data Protection Regulation 2016
2. Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information
3. All information held following a disclosure will be securely destroyed when no longer required
4. In line with section 7 of the Data Protection Act you (the applicant) will be provided with a copy of any information we hold on you, on request.

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, compliant with ISO27001, with access restricted to named individuals who require access as part of their normal duties.

The Association for Real Change solution is hosted in a UK data centre. All electronic processing and the communication of data is submitted to and from the DBS, the DVLA, the Home Office and Credit Agencies via a secure government pathway. All information to third parties is encrypted whilst in transit.

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