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**ARC Disclosure Service - DBS**

**Applicant Consent**

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| **DBS Assist - Applicant Consent - Please Read:****What personal data is being collected by Association for Real Change?**By completing the paper application form, I acknowledge and consent that you, Association for Real Change, may collect and/or receive and/or process certain personal information and data about me that I have provided. I agree and consent to the personal information that I provide being processed in line with the following checks that may be carried out on my personal data:* Disclosure & Barring Service (Enhanced Check)
* Disclosure & Barring Service (Standard Check)

**Why do you need my personal data?**I understand that my personal data is required to undertake checks on me. My employer has requested these checks to ensure that I am suitable for my current position or the position that I am applying for.**Who will my personal data be shared with?**I understand that all of my personal data will be collected and processed lawfully in accordance with the Data Protection Act 1998, the General Data Protection Regulations 2016 and the Data Protection Act 2018 when enacted and Association for Real Change Terms of Use, Statement of Fair Processing Policy and Privacy Policy available to download on the ARC website <https://arcuk.org.uk/trainingservices/arc-disclosure-service/>**Declaration by Applicant - DBS Consent** The Disclosure & Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The Disclosure & Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued.* I have read the Standard/Enhanced Check Privacy Policy for applicants [https://www.gov.uk/government/publications/dbs-privacy-policies](https://www.gov.uk/government/publications/dbs-privacy-policies%22%20%5Ct%20%22_blank) and I understand how DBS will process my personal data and the options available to me for submitting an application.
* I consent to the DBS providing an electronic result (for online applications only) directly to Association for Real Change that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases, Association for Real Change may provide this information directly to my employer prior to me receiving my certificate.
* I understand and will ensure that I enter my correct address details on the application form. I understand that once my application has been processed, the DBS will send my Enhanced or Standard certificate to my current address as specified on my application.
* I understand the exact processing of my personal information will depend upon the requirements of Association for Real Change. Association for Real Change will inform me, and my employer of the specific checks that need to be carried out on my personal data.
* I understand that Association for Real Change will share the results of my checks, invoicing data and summary reports with my employer.
* I understand that my employer may access my personal data outside the EEA in order to complete, amend and or view my check.
* I understand that my employer will make a decision on whether or not to proceed with my application or my current position based on the results of this check including any specific recruitment requirements.
* I understand you will delete any information that I have provided that is not required for processing.
* I understand that the retention of my personal data will be stored by Association for Real Change, and the deletion of my data will be initiated by my leave date which will be provided by my employer.
* I understand that if I access the system (online applications only) outside of the EEA that Association for Real Change cannot guarantee that the location that I access the system from will be compliant with the General Data Protection Regulation 2016 (“GDPR”). I understand that there may not be adequate technical and organisational measures required by GDPR in any locations outside of the EEA. Association for Real Change recommends that the system is only accessed and used within the EEA.
* I understand that I own the rights to my data and have sole responsibility to ensure my data is reliable and accurate for processing by Association for Real Change.
* I understand that I have provided complete and true information in support of my application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

**What I should do if I do not want to provide my consent**You are not obliged to consent to this request. If you do not consent, you should notify your employer who sent you this form.I understand that I may withdraw this consent by giving written notice to Association for Real Change by emailing Association for Real Change at the following email address: disclosureservice@arcuk.org.uk. |
|  I have read and understood this statement. I confirm to my personal data being processed for the reasons set out above: YES / NO please circle your response  |  |
| Your Signature : …………………………………………………………………………..Date: ……………………………………… |   |  |
|  |  |

Name of Employer: …………………………………………………………………………..

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please sign to indicate your consent …………………………………………………..

Date: ………………………………………