Appendix 2: Statement and Declaration for Applicants

Dear Applicant,

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. The legislation significantly impacts the way in which organisations hold, store and use personal data.

Before submitting your application for a Disclosure and Barring Service's (DBS) certificate, you must fully read and understand the relevant DBS Privacy Policy in accordance with the GDPR (2018) and the Data Protection Act (2018). The Privacy Policy explains how the DBS will use your personal data within each of their services and outlines your rights under GDPR.

DBS Privacy Policies can be found via the following link: <https://www.gov.uk/government/publications/dbs-privacy-policies>

As a Registered Body, we must record that you have read the Privacy Policy relevant to your application. We request, therefore, that you print your name, sign and date the declaration below, and attach it to your completed application.

**DECLARATION**

I have applied for the post of:

I have read the [Standard/Enhanced Check Privacy Policy](https://www.gov.uk/government/publications/dbs-privacy-policies) for applicants.

I understand how the DBS will process my personal data and the options available to me for submitting an application.

I understand that any copies of ID documentation I provide as part of the DBS check application process may be kept by UWL until a DBS certificate has been obtained.

Name (print):

Signature:

Date:

**OFFICE USE ONLY (please list documents used for ID checking):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Route** | **Identity Check**  | **Date of Birth**  | **Address**  |
| **1** | Passport | Passport | Financial statement |
| **2** | Driving Licence | Driving Licence | Utility Bill |
| **3** | Other | Birth Certificate | Council Tax Bill |
|  |  | Other | Other |

Please specify where you have marked other: