



Privacy Policy

Data Controller: The DBS is the data controller of information held by us for the purposes of GDPR.

Data Processor: JustCRB LLP, Berryfield House, Berkswell Road, Meriden, Nr Coventry, West Midlands CV7 7LB. We are a registered Umbrella Body for the DBS. This allows us to submit DBS applications for Standard/Enhanced DBS checks for Organisations who are not registered with the DBS.

What you need to know:

This is our Privacy Policy, it tells you how we will use and protect any information we hold about you as part of your Standard or Enhanced DBS application.

This Policy also explains what your rights are as a Standard or Enhanced applicant under the General Data Protection Regulations. It says why we need your personal data, what we will do with it and what you can expect from us. It also explains how to get a copy of any personal data we may hold about you. This is called a [Subject Access Request](#).

How will we use the personal information supplied to us?

We at JustCRB LLP collect your personal data to forward onto the Disclosure and Barring Service (DBS) who will:

- process your DBS application which includes searching police records, issuing a DBS certificate to the you and in certain circumstances, obtaining fingerprints
- decide whether it is appropriate for a person to be placed on or removed from a barred list, if information is disclosed on a DBS certificate
- Carry out 'Adult First' checks where applicable and a preliminary result is sent to JustCRB LLP who will forward this onto your Organisation.

We will not process personal data collected from you for marketing purposes.

Where we process your information based on your consent that you have given us, you are entitled to withdraw that consent at any time.

We will process your data:

To provide you with a Standard/Enhanced DBS check that your Organisation has requested from us.

What information will we collect from you?

We will require you to provide the following information to us for us to complete a Standard/Enhanced DBS check. This will either be via a paper application form or via an electronic application.

- Name, gender, nationality, place and date of birth, any previous names and national insurance number;
- Information relating to your right to work in the UK;
- Contact details including your full name/s, phone numbers and email addresses;
- Your current address and 5 year address history;
- Proof of identity documents which will include: driving licence details, valid passport any Nationality, birth certificate, bank statements, utility bills, council tax statements;

You have the right to withdraw your application at any time.

How is your data stored:

Your data is held in secure paper and computer files with restricted access. Where your data is held in paper format we have secure storage and processes for this. We have approved measures in place to stop unlawful access and disclosure.

Who has access to the data?

We do not share your personal information, information is restricted to our staff for the purpose of checking data before sending to the DBS. We do not store copies of paper applications here.

We may legally be required to disclose your details if required to by the police or for regulatory reasons.

How does the organisation protect data?

The organisation takes the security of your data seriously and will always try to take appropriate precautions to protect it.

For how long does the organisation keep data?

We will retain your personal information for as long as is necessary.

DBS paper or electronic applications not completed within 4 months will be archived.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to JustCRB LLP or your Organisation. However, if you do not provide the information we cannot submit an application form to the Disclosure and Barring Service.

I confirm that I have read and understood the above Privacy Policy:

NAME.....

ORGANISATION:.....

DATE:.....