**Mayflower Disclosure Services Ltd Statement of Fair Processing – online DBS applications.**

By accessing this website and providing Mayflower Disclosure Services Ltd (MDS) with your personal details, you agree to accept and be bound by the terms of the MDS statement of fair processing which is summarised below.

Using the IT specification supplied by the Disclosure and Barring Service (DBS), Mayflower Disclosure Services provides an online disclosure system, e Bulk, 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. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. 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.
2. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

* Your personal information is only processed with your knowledge.
* 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.
* Personal information is retained only for as long as it is required.
* Decisions affecting you are made on the basis of reliable and up to date information.
* Your information is protected from unauthorised or accidental disclosure.
* Inaccurate or misleading data will be corrected as soon as possible.
* 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 Security Watchdog and the Disclosure and Barring Service in accordance with the Data Protection Act 1998 and the GDPR. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our e-bulk online disclosure service to you; or (iii) as required by law.

Any organisation which uses the MDS e-Bulk online disclosure service is obliged to sign a service contract requiring them to:

* Abide by the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)
* Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The MDS e-Bulk solution is hosted within an ISO27001, Capita owned data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to Disclosure and Barring Service using the e-Bulk Interface.

The Disclosure and 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 details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.