**Mayflower Disclosure Services Ltd Statement of Fair Processing**

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

Working closely with Disclosure Scotland, Mayflower Disclosure Services Ltd has provided an online disclosure system, eBulkPlus, 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 UK Data Protection Legislation and the European 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.
5. Your name and date of birth is printed on the Basic Disclosure certificate.  The address provided on the certificate is: “C/O: Mayflower Disclosure Services Ltd, Chesil Mist, Morgans Vale Road, Salisbury, SP5 2HY”.
6. Mayflower Disclosure Services Ltd and the employer/agency (if applicable) which uses Mayflower Disclosure Services Ltd online disclosure service will have sight of the Basic Disclosure certificate prior to the applicant.

**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 Scotland or DBS certificate (as appropriate for your location) and is collected, stored and processed by Mayflower Disclosure Services Ltd, Disclosure Scotland and the DBS in accordance with the UK Data Protection Act Legislation and 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 eBulkPlus online disclosure service to you; or (iii) as required by law.

Any organisation which uses this eBulkPlus online disclosure service is obliged to sign a service contract requiring them to:

* Abide by the UK Data Protection Legislation and GDPR
* Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The Mayflower Disclosure Services Ltd eBulkPlus 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 Scotland and DBS using the eBulkPlus Interface.