



CRB UMBRELLA AGREEMENT SYSTEMS AND RESPONSIBILITIES BETWEEN:

THE CARE DIVISION LTD

And:

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OBTAINING INFORMATION AND FILLING OUT THE FORM

The Care Division will provide the Company or individual named above (A), with an agreed number of Disclosure Forms along with explanatory booklets, which (A) agrees to store in a safe place.

(A) will stipulate at the bottom of this document, the name and status of the witness(s) – maximum two – who will check the information provided and study the evidence of identity in each case.

Any errors on the document, crossing out, tippex or illegibility is liable to lead to the request being rejected, so please fill in the form carefully and accurately, using **BLACK INK AND BLOCK CAPITALS THROUGHOUT**.

Company (A) will provide a form to each individual requiring clearance and the Witness will assist with the filling out of the document to save errors.

Fill out Section A with the applicant's full details.

Fill out section B with the details of the job applied for and the organization that they will be working for.

Complete all of Section C where appropriate

Under Section D please make sure that full address details, including postcodes if possible, are provided on every address at which the applicant has resided in the last 5 years. **There must be no gaps in the dates provided, or the application will be rejected.**

Sections E & F are no longer required and can be left blank.

Section H needs to be completed with a cross in the appropriate box, and the applicant signing in both boxes and dating below, in the presence of the witness.

Section X – The witness must satisfy themselves that the identity of the individual upon whom the CRB check is being carried out is correct. The applicant must supply **any one** of the proofs of evidence required. This must be carefully checked by the witness who must personally record the information in the appropriate box. The applicant must also supply evidence of proof of address that must be checked by the witness. Under section 16 the witness must enter their own name to confirm that the evidence has been seen and checked.

Section Y is for us to complete. Unless otherwise requested we will always apply for an **Enhanced Disclosure**. There is no extra cost involved, and the check covers all areas. If you would prefer to have a standard disclosure please advise us.

Company (A) should make a careful note of the name of the applicant and the date on which the application was returned to The Care Division.

PAYMENT

Forward each completed CRB form to us, marking any envelope for the attention of Stephen Piper, **Strictly Confidential – and for the addressee's attention only**, along with a cheque for £42 for each clearance requested, (£36 for the Disclosure and £6 administration fee). Cheques to be made payable to **The Care Division Ltd**.

The Care Division will then check each application for errors, returning any ones incorrectly completed within 48 hours of receipt, along with an explanation, and forwarding to the CRB all those correctly completed, within the same time frame. The Care Division will retain a separate file for Company (A) in which it will retain the name and date of each application made.

ONCE THE DISCLOSURE HAS BEEN RETURNED

The Care Division will receive a copy of the Disclosure Notice and will record the Disclosure Number and date of receipt alongside the individual's name.

No copy will be made, and the original document will be forwarded directly to Company (A) marked, **Strictly Confidential – and for the addressee's attention only**.

No advice in respect of the outcome of the clearance will be given.

Company (A) is advised to make a similar record of the date of receipt and the Disclosure Number, alongside the individuals details they already have, and keep these details filed under lock and key. A similar note should be made in the individuals personnel file.

The Disclosure Service advise that the original Disclosure should be kept for a maximum of 6 months before being destroyed.



THE CARE DIVISION

FOR ORGANISATIONS USING THE CARE DIVISION AS AN UMBRELLA BODY

ACTING AS AN UMBRELLA BODY

When acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we have to take all reasonable steps to satisfy ourselves that each organisation that we act in this capacity for, will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and policy.

Details of the CRB standard policy is therefore set out hereunder, and each organisation using our Umbrella Service is therefore obliged to sign a copy of this document and return it to The Care Division, to confirm that they will adhere to this policy in full.

STORAGE AND ACCESS

Disclosure information must be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure information must only be passed to those who are authorised to receive it in the course of their duties. A record must be maintained of all those to whom Disclosures or Disclosure information has been revealed and we acknowledge that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

USAGE

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

RETENTION

Once a recruitment (or other relevant) decision has been made, you must not keep Disclosure information for any longer than is necessary. This should generally be for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, you considered that it is necessary to keep Disclosure information for longer than six months, you must consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

DISPOSAL

Once the retention period has elapsed, you must ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). You should not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, you may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

WE HEREBY CONFIRM THAT WE WILL ABIDE BY THE ABOVE CONDITIONS:

SIGNED BY: _____

FOR AND ON BEHALF OF (NAME OF ORGANISATION): _____

DATE: _____