



Archdiocese of  
Liverpool



## DBS17 - Applicant Consent for DBS Processing Form

For all roles requiring a DBS Check to be processed via the CSSA Registered Body

(To be completed by the applicant in BLOCK CAPITALS)

If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf. However, your signature will continue to be required.

APPLICANT NAME:

.....

NAME OF APPOINTING PARISH/RELIGIOUS CONGREGATION/ORGANISATION:

.....

The Catholic Safeguarding Standards Agency (CSSA) is registered with the Disclosure & Barring Service (DBS) for processing criminal record checks. Individuals working in diocesan offices, parishes, religious congregations and catholic organisations (where agreed with CSSA), who carry out criminal record check processes via the DBS, are 'agents' of the CSSA Registered Body and are bound by the policies of the DBS and the Catholic Church national safeguarding procedures for DBS application processing, and the DBS Code of Practice which can be accessed here [DBS Code of Practice](#). Before we process your application, please confirm the following:

- I have been provided with a link to the [CSSA DBS privacy notice](#) and the [Know Your People \(KYP\) privacy notice](#) I understand how KYP, CSSA and its Agents will process my personal data.
- I consent to my application being processed online by KYP and CSSA.

You are required by the DBS, to confirm the following "Privacy Policy-standard/enhanced checks (paper applications) declaration:

- I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.
- I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains criminal record information.
- In some cases, the registered body may provide this information directly to my employer prior to me receiving my certificate. I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application, and I should submit a paper application form that will be posted to DBS and may extend the processing time of my application. I understand that to withdraw my consent whilst my application is in progress, I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.
- I acknowledge that information transferred by First Advantage to affiliates or/sub-processors to the extent necessary to assist with the checks. During the background check process your personal data may be disclosed to law enforcement and government agencies to check for civil and criminal records, as permitted by law. Sources of information used during the vetting process may include governmental authorities and third parties, such as prior employers and educational institutions you attended. In order to meet processing requirements from certain sources (DBS, etc), you acknowledge that special characters from the data provided may be removed if required to fulfil one or more checks.

Signed: ..... Date: .....

This form is to be retained for 3 months from the date of application as required by DBS