



**Mark Rizk BA (Hons), MSc
Head of Service**

PRIVATE AND CONFIDENTIAL
The Applicant

Direct Line: (01283) 508692
Reply to: Licensing Team
Our Ref: DBS
(please quote this reference on all correspondence with us)

Dear Sir/ Madam

**General Data Protection Regulation / Data Protection Act 2018
Disclosure and Barring Service**

As of January 2020 all new Applicants and Existing Licence holders on renewal are required to carry out an Enhanced DBS Disclosures check using the 'U-Check' Platform and then Sign Up to the 'Update Service' (as detailed later in this booklet).

The DBS check is carried out at the Licensing Office using the 'U-Check' Platform. The results certificate will be returned to your home address. Please contact the Licensing Department within 7 days of receipt to arrange for a Licensing Officer to view the document and confirm whether there are any matters.

The results of this disclosure will be used to assist the Licensing Authority in deciding whether or not the Applicant is a 'fit and proper' person in accordance with the Council's Guidelines.

If there are matters recorded, the Form will be photocopied and placed on file. The file will then be referred to an Enforcement Officer to compile a report for the Licensing Committee to review the suitability of the Applicant. Once the matter has been dealt with by the Licensing Committee, the copy of the DBS results is destroyed.

When you receive the DBS certificate you **MUST** Sign-Up and Register the unique DBS Certificate Number with the 'DBS Update Service' within 30 days of the 'issue date' on the certificate (as detailed later in this booklet).

The Licensing Department will then carry out an online DBS Status Check every 6 months (or as and when required). You will only be required to attend the Licensing Office and undertake a new DBS check should there be a Status Change or you have not registered with the 'DBS Update Service' at a cost of £51 made directly to our DBS provider.

Please read the following 'DBS Privacy Policy' and 'UCheck Information for Applicants' and then complete and sign the declaration at the end of this letter which must be returned with your Application.

Should you require any further information or advice, or to arrange an appointment, please contact the Licensing Team on 01283 508585, 508692, 508310 or 508505 or by emailing licensing@eaststaffsbc.gov.uk.

Yours faithfully
The Licensing Team

❖ **NB: We are unable to accept Applications without the completed declaration below**

Name: _____

Address: _____

Date of birth: _____

I have read the DBS Countersignatory Privacy Policy for applicants [https:// www.gov.uk/government/publications/dbs-privacy-policies](https://www.gov.uk/government/publications/dbs-privacy-policies) (copy enclosed) and I understand how DBS will process my personal data and the options available to me for submitting an application.

I have read the 'UCheck' Information for Applicants (copy enclosed) and I understand that my DBS application will be Countersigned by M G Care Executive Ltd (Trading As M G Care Executive Ltd) before being sent to the DBS for processing. I have provided complete and true information in support of my application and I understand that knowingly making a false statement for this purpose is a criminal offence.

I confirm that I am registered with the 'DBS Update Service' and Consent to East Staffordshire Borough Council carrying out an online 'DBS Update Status Check' on my DBS Certificate in relation to my application for a Combined/Private Hire/Hackney Carriage Driver's Licence. I have provided my original DBS certificate.

Signed:

Dated:



‘UCHECK’ INFORMATION FOR APPLICANTS

Applications for Standard and Enhanced DBS checks will be countersigned by M G Care Executive Ltd (trading as uCheck) before they are sent to the DBS for processing. uCheck utilises an automated countersigning tool on some applications which may fast track them to the DBS.

What personal data is being collected by uCheck?

M G Care Executive Limited t/a uCheck, may collect and/or receive and/or process certain personal information and data about you, that you have provided. Personal information will be processed in line with the following checks that may be carried out on your personal data:

- Disclosure Scotland (Basic Check)
- Disclosure and Barring Service (Basic Check)
- Disclosure and Barring Service (Enhanced Check)
- Disclosure and Barring Service (Standard Check)

Why do you need my personal data?

East Staffordshire Borough Council has requested these checks to ensure that I am suitable for my current position or the position that I am applying for.

Who will my personal data be shared with?

My personal data will be collected and processed lawfully in accordance with the Data Protection Act 1998, the General Data Protection Regulations 2016, the Data Protection Act 2018 when enacted and M G Care Executive Limited t/a uCheck [Terms of Use](#), [Statement of Fair Processing Policy](#) and [Privacy Policy](#).

Declaration by Applicant - DBS Consent

The Disclosure & Barring Service will refer the details provided on the 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 application may be used to update the records held by the bodies specified above. The Disclosure & Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued.

- Your correct address details must be entered on the application form. Once your application has been processed, the DBS will send your Enhanced or Standard certificate to your current address as specified on the application.
- The exact processing of your personal information will depend upon the requirements of East Staffordshire Borough Council. East Staffordshire Borough Council will inform you and M G Care Executive Limited t/a uCheck of the specific checks that need to be carried out on your personal data.
- The DBS will provide an electronic result directly to M G Care Executive Limited t/a uCheck. The electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate the certificate contains information. In some cases, M G Care Executive Limited t/a uCheck may provide this information directly to East Staffordshire Borough Council prior to you receiving your certificate.
- M G Care Executive Limited t/a uCheck utilise two UK based IT companies who act as a sub-processor to ensure the system and your personal data is fully operational and will process your checks correctly.
- M G Care Executive Limited t/a uCheck will share the results of your checks, invoicing data and summary reports with East Staffordshire Borough Council.
- East Staffordshire Borough Council may access your personal data outside the EEA in order to complete, amend and or view your check.
- East Staffordshire Borough Council will make a decision on whether or not to proceed with your application or your current position based on the results of this check including any specific recruitment requirements.
- M G Care Executive Limited t/a uCheck will delete any information that you have provided that is not required for processing.
- The retention of your personal data will be stored by M G Care Executive Limited t/a uCheck, and the deletion of your data will be initiated by your leave date which will be provided by East Staffordshire Borough Council.
- You own the rights to your data and have sole responsibility to ensure your data is reliable and accurate for processing by East Staffordshire Borough Council.
- You have access to the system outside of the EEA, M G Care Executive Limited t/a uCheck cannot guarantee that the location that you access the system from will be compliant with the General Data Protection Regulation 2016 ("GDPR"). There may not be adequate technical and organisational measures required by GDPR in any locations outside of the EEA . M G Care Executive Limited t/a uCheck recommends that the system is only accessed and used within the EEA.

What I should do if I do not want to provide my consent

You are not obliged to consent to this request. If you do not consent, you should notify East Staffordshire Borough Council who sent you this form.

You may withdraw this consent by giving written notice to M G Care Executive Limited t/a uCheck by emailing M G Care Executive Limited t/a uCheck at the following email address: governance@ucheck.co.uk.

The DBS will provide an electronic result directly to M G Care Executive Limited t/a uCheck. The electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate the certificate contains information. In some cases, M G Care Executive Limited t/a uCheck may provide this information directly to East Staffordshire Borough Council prior to you receiving your certificate.



DISCLOSURE AND BARRING SERVICE FORM
UPDATE SERVICE - INFORMATION FOR APPLICANTS

About the Disclosure and Barring Service (DBS) update service

You must have a DBS certificate and best practice be signed up to the DBS update service.

The DBS check costs £51 and this payment will be made directly to our DBS provider via their on-line portal on your appointment and **MUST** be made by Debit/Credit Card.

Once you receive your certificate, we request that you sign up and register your unique certificate number with the DBS Update Service, this must be done within 30 days of receipt, directly through the government website <https://www.gov.uk/dbs-update-service>

Even if you have had a DBS check in the past, unless you signed up to the DBS update service within 30 days of receiving your certificate, you will have to undergo a new DBS check as part of this application.

You will be required to attend the Licensing Office and undertake a new DBS check should there be a Status Change or you have not registered with the 'DBS Update Service', at a cost of £49.60.

❖ **NB: Update Service costs £13.00 per year payable to DBS Update Service direct**



DISCLOSURE AND BARRING SERVICE FORM - INFORMATION FOR APPLICANTS

DOCUMENTS REQUIRED FOR A DBS CHECK

Only valid, current and original documentation can be accepted with NO photocopies.

Failure to produce all the required information will result in a delay in your application.

COMPLETING A DBS DISCLOSURE

- An applicant must produce 3 documents to the Registered Body conducting a DBS disclosure.
- Foreign equivalent identity documents will not be accepted if the document is listed as (UK) on the list of valid identity documents.
- There are three routes that can be followed to produce documents for checking identity. The applicant must try to provide documents from Route 1 first;

Route 1

- one document from Group 1 below
 - 2 further documents from either Group 1 or Group 2a or 2b below
- At least one of the documents must show the applicant's current address.

Route 2

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2. If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
 - 2 further documents from either Group 2a or 2b
- At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 and 2.

EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
 - one document from Group 2a
 - 3 further documents from Group 2a or 2b
- At least one of the documents must show the applicant's current address.
If the applicant can't provide these documents they may need to be fingerprinted.

LIST OF VALID IDENTITY DOCUMENTS

Group 1 – Primary Trusted Identity Credentials

- Any Current Valid Passport
- Biometric Residence Permit - UK
- Current driving licence photocard (full or provisional) – UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
- Birth Certificate (issued within 12 months of birth) – UK, Isle of Man & Channel Islands- including those issued by UK authorities overseas, e.g., Embassies, High Commissions and HM Forces
- Adoption certificate – UK and Channel Islands

Group 2a – Trusted Government/State Issued Documents

- Current driving licence photocard – (full or provisional) – All countries outside the EEA (excluding Isle of Man and Channel Islands)
- Current driving licence photocard – (full or provisional) – paper version (if issued before 1998) – UK, Isle of Man, Channel Islands and EEA
- Birth Certificate – issued after time of birth – UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate – UK and Channel Islands
- HM Forces ID Card – UK
- Immigration documents, visa or work permit - Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
- Fire Arms Licence – UK, Channel Islands and Isle of Man

Group 2b – Financial and Social History Documents

- Mortgage Statement – UK or EEA – Issued in last 12 months
- Bank or Building Society Statement – UK and Channel Islands or EEA – Issued in last 3 months -
- Bank or Building Society Statement - Countries outside the EEA – Issued in last 3 months - branch must be in the country where the applicant lives and works
- Credit Card Statement – UK or EEA – Issued in last 3 months
- Financial Statement e.g. pension or endowment – UK – Issued in last 12 months
- P45 or P60 Statement - UK and Channel Islands – Issued in last 12 months
- Council Tax Statement - UK and Channel Islands – Issued in last 12 months
- Work Permit or Visa – UK – Valid up to expiry date
- Letter of sponsorship from future employment provider – Non UK or non EEA only – valid only for applicants residing outside of the UK at time of application – must still be valid
- Utility Bill - UK - Not Mobile Telephone – Issued in last 3 months
- Benefit Statement e.g. Child Benefit, Pension – UK – Issued in last 3 months
- Central or Local Government, Government Agency or Local Council document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC – UK and Channel Islands – Issued in last 3 months
- EEA National ID Card – must still be valid
- Irish Passport Card – Cannot be used with an Irish Passport – Must still be valid
- Cards Carrying the PASS accreditation logo – UK, Isle of Man and Channel Islands – Must still be valid
- Letter from head teacher or college principal – UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided – must still be valid

If you have insufficient identity documents, please contact the DBS helpline on 0300 020 0190 for further guidance.

HOW TO CONTACT THE LICENSING SECTION FOR MORE INFORMATION

If you need any further advice or have any problems please contact the Licensing Team:

 By telephone:

01283 508585 / 01283 508310 / 01283 508692 / 01283 508505

 By e-mail:

licensing@eaststaffsbc.gov.uk

 By post:

**Licensing Section
East Staffordshire Borough Council
Town Hall
King Edward Place
Burton upon Trent
Staffordshire
DE14 2EB**