

DATA PROTECTION PRIVACY NOTICE

LAWFUL BASIS FOR PROCESSING

GP Systems is an Umbrella Body registered with the Disclosure and Barring Service (DBS).

An Umbrella Body is an organisation that can process and submit applications to the DBS on behalf of other organisations (clients). Contracts exist between GP Systems and clients to the effect that GP Systems will process DBS checks for individual applicants, such as yourself, on behalf of clients.

Clients are organisations that are entitled to ask Exempted Questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. In simple English, a prospective employer cannot simply ask a job applicant if they have a criminal conviction. They can only ask an 'Exempted Question' and ask the applicant to complete a DBS application when the individual will be working in certain specific occupations.

Processing of personal data is necessary in order to fulfil the contract GP Systems has with these clients and to help you obtain a DBS certificate. The personal data processed is extracted from individual DBS applications. In addition we might later be given and record your telephone number and/or email address.

HOW TO CONTACT US

GP Systems
2 Blackden Close
Belper
DE56 0DL
Telephone 07896640840
<https://www.gpsystems.org/>
peter@mckeown-online.com

ACCESSING YOUR INFORMATION

You can make a written request for a copy of personal records we hold about you. The current fee is £10.00 per request from each individual.

SHARING PERSONAL INFORMATION

At the outset, personal information is obtained only from our client. We do not respond in the first instance to approaches from individuals. Once a legitimate basis for a DBS check has been established, information may be taken from the applicant in order to complete an application. Apart from this, information we hold is not shared (except with the DBS, of course).

RETENTION OF DATA

The client sends your application to GP Systems together with photocopies or scans of your original documents of identification and your right to work in the UK. These photocopies and scans are shredded as soon as your application is sent to the DBS.

In addition GP Systems makes a copy in PDF format of the whole of your application. This is for two reasons:

- to assist with any dealings with the DBS
- to assist with any later enquiries from the client

The copy application is destroyed:

- no later than six months after the issue of the DBS certificate

DATA EXTRACTED FROM YOUR APPLICATION

In order to deal with any queries during and after processing of your application, it is necessary for GP Systems to keep the following information about you:

- Name
- Date of birth
- Address
- Email and phone number, if given
- Gender
- The date you signed the Declaration

- Your job title

This information will be deleted no later than two years after the date of issue of the DBS certificate.

YOUR RIGHTS

- If you find that incorrect information about you has been passed to GP Systems you may contact us direct in order that our information can be rectified.
- You have the right to ask for cancellation of the application before it is sent to the DBS. After it has been sent to the DBS cancellation might still be possible.
- You have the right to complain to the Information Commissioner's Office.

DBS PRIVACY POLICY

The DBS has issued a privacy policy of its own. Before we submit your application to the DBS, we must have a declaration that you have read and understood it. The format of the declaration is as follows:

“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.”

Our clients will be informed of how this requirement will be implemented.