



Mental Health Matters Wales (MHM Wales)

DBS Cymru Privacy Policy

Policy Statement

This policy is applicable to individuals who are providing their personal data for the purpose of carrying out Disclosure and Barring/Criminal Records Checks as required by yourself or the Requesting Organisation. In this notice: 'you' and 'your' means the person(s) making an application. 'We', 'us' and 'our' means MHM Wales. The 'Requesting Organisation' means you or the company who is requesting the check, in most cases this may be your employer or potential employer.

Introduction

MHM Wales acts as a Data Processor on behalf of you or the Requesting Organisation. This policy applies to the actions carried out by MHM Wales on behalf of you or the Requesting Organisation and may not provide full details of what the Requesting Organisation intends to do with your personal data.

All Requesting Organisations are required to abide by the DBS Code of Practice, the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and have a policy for the recruitment of ex-offenders and a policy for secure storage, handling, use, retention and disposal of Disclosure Certificates and Disclosure Information. Please refer to the privacy notice or contracts provided to you by the Requesting Organisation for further details on how they may use your data.

Data we collect

We will collect the information you provide in your application in order to complete the checks as directed by you or the Requesting Organisation. All information requested is used solely for the purpose of producing a Disclosure and is collected, stored and processed in accordance with 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 DBS service to you; or (iii) as required by law. The type of information collected will depend on the type of check requested and the documents you have available.

If you have been asked to apply for a standard or enhanced DBS check but believe the check is the wrong level please visit <https://www.gov.uk/government/collections/dbs-eligibility-guidance> for further information and guidance.

Why we collect your data

MHM Wales acts on the instructions of you or the Requesting Organisation and will use the data you provide in your application to carry out criminal records checks as directed by them.

Third Parties

We will send your data to the Disclosure & Barring Service to complete a criminal records check. For information on your rights as an applicant and for information on how your details will be used by the Disclosure & Barring Service, please visit:

www.gov.uk/DBS.

<https://www.gov.uk/government/publications/dbs-privacy-policies>

You will be asked to provide identity documentation in order to validate your identity.

Criminal Records Checks

If your application will include a criminal records check from Disclosure & Barring Service, please ensure you read the information on your rights as an applicant of the Disclosure & Barring Service (attached). This information is also available at: <https://www.gov.uk/government/publications/dbs-privacy-policies>

For Standard and Enhanced checks

A paper certificate will be produced and sent via post to the address you provide in the application. Neither the Requesting Organisation, nor MHM Wales will be able to see any of the conviction data, unless you decide to share this information with them by requesting the paper certificate is directed to them, or providing them with a copy of the paper certificate.

Data retention

MHM Wales will keep a record of the Statement of Valid Identify Check Signed Declaration as part of our agreement with you or the Requesting Organisation for audit purposes and for contacting the DBS on your or the Requesting Organisations behalf. This information will be held for 93 days (three months) after which, it will be securely destroyed.

How to contact us

Our office address is:

Union Offices, Quarella Road, Bridgend, CF31 1JW.

Charity Number: 1123842

Company Number: 6468412

If you have a complaint

If you believe MHM Wales have not taken our responsibilities with your personal data seriously, you have the right to complain to the Supervisory Authority.

Their details are:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF

Telephone number: 0303 123 113 or 01625 545 745

Email: casework@ico.org.uk