**CONFIDENTIALITY DECLARATION**

All information that is supplied to you concerning a service user or their family, be it by us, by any professional involved in the care package, or by the service user or family themselves, is strictly confidential. The taking of photographs or videos of children that you work with is **STRICTLY PROHIBITED** without the written permission of the parent/guardian. Under no circumstances are staff allowed to bring their children or friends to an assignment. You must not discuss your own personal opinions of clients, their families and other members of staff with anyone other than the office team. Nor share any of the client’s information with anyone.

**CRIMINAL CONVICTIONS DECLARATION**

Because of the nature of the work for which you are applying, registration with this agency is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and in the event of us accepting your application, any failure to disclose such convictions will result in immediate deregistration.

You are therefore asked to complete the declaration below:

**I declare that I have no criminal convictions or investigations pending. I understand that making a false declaration may lead to my deregistration.**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I declare the following criminal convictions or investigations pending (please state below).**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT REFERENCE CONSENT**

I understand and agree, the personal data I have provided will be processed solely for Special People’s screening purposes and in particular to verify information I have provided. The consent requested in this document is separate from the lawful basis for processing and is necessary for Special People to procure information relevant to my screening from third party organisations who require my authorisation to release such information. With respect to the transfer and storage of my personal data, I understand and agree Special people are the data controller of my personal data that I have provided and any such personal data will be processed and stored within the Human Resources department in whatever format is deemed appropriate.

The information I have provided is complete and correct to the best of my knowledge. This declaration represents my express consent to the processing of my personal data for employment screening purposes

**Name:**

**Signature:**

**Date:**

**DBS PRIVACY STATEMENT**

Your privacy is important to Special People. This privacy statement confirms that the information that Special People collects and the ways in which we use that personal information is unique to the undersigned and protected.

**Privacy Policy-standard/enhanced checks**

**(Paper and e-Bulk applications) declaration:**

I have read the Standard/Enhanced Check Privacy Policy for applicants.

<https://www.gov.uk/government/publications/dbs-privacy-policies> I understand how DBS will process my personal data and the options available to me for applying and submitting an application.

I understand that Special People (Registered Body) will collect and process my data and I authorise Special People in contacting the DBS service for updates on my application.

If applicable, I am aware that information will be shared with other parties involved with the recruitment process.

I understand that any additional information shared to Special People will be treated in the strictest of confidence.

**Name**

**Signature:**

**Date:**