

**DBS Data Release Agreement**

**Name:**

**Date of Birth:**

**Student Number:**

**Email address:**

**Member of staff requesting DBS check:**

.....

**Department/School:**

.....

**Role/activity for which DBS check is required:**

.....

.....

**Workforce:**    **Child**                    **Adult**                    **Child and Adult**                    (please indicate as appropriate)

**Compliance:**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, The University of Kent complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

In accordance with section 124 of the Police Act 1997, DBS certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Declaration:**

I understand that in signing this form, I am giving consent for the results of my DBS disclosure to be made available to others upon its completion. I understand that this information will only be disclosed to individuals involved with the activity detailed above, and that this will be done in accordance with the DBS Code of Practice.

I give consent for the University of Kent to take a copy of my disclosure certificate if required.

The information that is likely to be released includes the Disclosure number, issue date, and whether or not details of criminal convictions appear on the certificate. Should such details appear on my certificate, I understand that I will be invited to discuss the results with a member of staff before the details themselves are disclosed, and that no information regarding the nature of any criminal convictions will be passed on without my knowledge.

**Signed:**

**Date:**