Disclosure and Barring Service (DBS) Recruitment and On-boarding Privacy Notice Appendix

#  Appendix – Subject Access Request

PLEASE RETURN THIS FORM TO THE SUBJECT ACCESS TEAM – subjectaccess@dbs.gov.uk

**Request for Access to Candidate data**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

wish to have access to data relating the recruitment and on-boarding process at the Disclosure & Barring Service in the following categories *(Please tick as appropriate):*

* On-boarding records:
* Recruitment & Selection *(please specify post details below)*
* Other Information *(please specify below)*

**Please use this box to specify exactly what information you would like from the above categories. Continue on a separate sheet if needed.**

**AUTHENTICATING IDENTITY**

**The following questions will help us to authenticate your identity**.

Please confirm your current address and date of birth:

**Current address:**

**Date of birth:**

**Date of birth:**

(a) Has your address changed since the last time you received any documentation from the DBS?

Yes No

 (b) If yes, please confirm the latest address you held.

**Previous address:**

1. **YOUR CONTACT DETAILS**

Telephone Numbers I can be contacted on if there are any queries:

...............................................................................................................................................

Email Address (work or personal)...........................................................................................

**Telephone numbers and email addresses will be helpful in case we need to contact you for any reason.**

**How would you prefer to be contacted by us?**

 Letter E-mail

**Recruitment with DBS**

What role did you apply for? (Include reference where applicable)

….………………………………..

1. Application date: ………………………………………………
2. **IDENTITY DOCUMENTS**
3. If you are a previous member of staff, please enclose the necessary **original** documents for us to authenticate your identity. Please enter which documents you have included below e.g. passport, utility bill (see attached guidance notes for more information). **Photocopies of documents will not be accepted.**
4.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Block Capitals)

SECTION: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Thank you for taking the time to complete the form in full. In the event that additional details are required, we will contact you in writing at your current address. All correspondence in relation to this request will be marked ‘Private and Confidential’.**
2. If you require any assistance in completing the form, or any information relating to this subject access request, please feel free to contact us using the contact address provided on the accompanying guidance notes.
3. **For official use**
4. SAR number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_