

WVA's DBS service is a way for local groups to access checks for their staff and volunteers at an affordable cost.

DBS is the last stage of a recruitment process after interviews, references and other appropriate screening. DBS does not replace these processes.

Organisations wishing to use the WVA service may select one or more 'Evidence Checkers' – individual(s) within the organisation responsible for administering the check and ensuring that the supporting evidence for the application is relevant and the recording of it is accurate.

WVA keep a record of the organisation name, the Evidence Checker(s) name and a contact email address for queries.

WVA also keep a record of the application form reference numbers for invoicing purposes.

When an organisation first uses the service, their selected Evidence Checker(s) will be given an induction outlining the responsibilities attached to the position, common errors and other advice to make the experience as effective as possible for the applicant and organisation.

WVA recommends that Evidence Checkers keep records of the form number and any relevant tracking information until such a time when the certificate is issued. The organisation should then only keep a record of the DBS certificate number with the rest of the applicant's details.

WVA's DBS processing includes the following steps:

- The WVA team examine the application for accuracy contacting the Evidence Checker if there are any queries
- Record the organisation name and whether the application is for a staff member or volunteer (for invoicing purposes). Once the invoice is raised, this record is erased.
- One of the two Registered Persons will then sign and date the application
- The application is then sent to DBS

No personal information connected to the application is retained by WVA as there is no lawful need to keep such information.

The information connected to the application belongs to the applicant themselves and organisations need to consider their own data processes in what information they need to keep in accordance with GDPR.

If a query is raised about the application in process, the applicant is responsible for making enquiries to DBS as the information required to access the application is the property of the applicant.

WVA do not receive notifications of certificate contents or issue. This information belongs to the application and organisations should have a protocol about retrieving this information.