



Statement of Fair Processing

All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998.

Personal data will only be processed with the consent of the individual for the purpose of administering a Disclosure application. Any information provided will be securely held on a password-protected database with access restricted to named individuals who require access as part of their normal duties.

Information will not be shared with any other third parties outside of the Disclosure process, except where required by Law, without the express consent of the individual

All information held following a Disclosure application will be securely destroyed when no longer required.

In line with Section 7 of the Act you will be provided with a copy of any information we hold on you, on request.