

## Applicant Consent Statement Required by Disclosure Scotland

### Privacy

Disclosure Scotland (“we”) are an agency of the Scottish Government and the services we provide are governed by the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007.

Questions, queries and comments in relation to how we process your personal information are welcome and should be addressed to our Data Protection Officer at [DSDPO@gov.scot](mailto:DSDPO@gov.scot).

Disclosure Scotland is fully committed to compliance with all applicable data protection legislation and our operations and processes are in accordance with law. Where you provide us with consent to do so, we will collect personal information about you which you provide to us in your application, from police forces and from police records. Our services are used to prevent crime and protect the vulnerable. The information we collect will only be disclosed to legitimate organisations who have a legal right to access this information. Disclosure Scotland reserves the right to share information with the police where it believes a crime may have been committed.

We will retain your data for a period of ten years. We protect your data in line with UK government information security standards and regularly test the security of our systems. All staff processing Disclosure Scotland applications are background checked before they are provided access to our systems.

We only process your information where you have provided us with your consent to do so.

For more details about how we process your personal information, please see our privacy policy at <https://www.mygov.scot/disclosure-scotland-privacy-policy/>.

### Consent

First Advantage Europe Limited acting on behalf of ----- **(CLIENTS NAME)** is proposing to submit an application to Disclosure Scotland for a basic disclosure. A basic disclosure certificate will contain information about any unspent convictions held in your name or confirm that no such unspent convictions exist.

By ticking the boxes below and signing this statement you are consenting to some or all of these statements.

I understand and give my express and explicit consent to *First Advantage Europe Limited on behalf of* -----  
-----**(CLIENTS NAME)**

- Submitting an application to Disclosure Scotland on my behalf for a basic disclosure certificate.
- Receiving and viewing my basic disclosure certificate prior to me seeing it.
- Making a copy of the certificate

I confirm that -----**(CLIENTS NAME)** has confirmed that if Disclosure Scotland indicates that my basic disclosure certificate will contain information about any unspent convictions held in my name, that a recruitment decision about me will not be made until the content of that certificate is considered by -----**(CLIENTS NAME)**

You may withdraw consent where we are relying on consent to process your personal data at any time prior to Disclosure Scotland issuing the basic disclosure certificate. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent before we have issued a basic disclosure certificate, we will not be able to issue a basic disclosure certificate. You may withdraw your consent by contacting us at [DSAdmin@disclosurescotland.gov.scot](mailto:DSAdmin@disclosurescotland.gov.scot). Please note that once we have issued your basic disclosure certificate, you will not be able to withdraw your consent as we will retain your information in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and the Police Act 1997.

Applicant’s signature .....

Applicant’s name (please print) .....

Date .....