

RC ARCHDIOCESE OF SOUTHWARK

DATA PROTECTION DECLARATION PRIOR TO CRB DISCLOSURE

1. In accordance with the Data Protection Act 1998 I give my consent for the information contained in my original Application Form and references to be processed and stored in accordance with policy for the purposes of recruitment and employment.
2. I understand that the Confidential Declaration Form (Part 2) will be held securely and confidentially by the Child Protection Co-ordinator and will be retained for 100 years.
3. I understand that fact I have had a CRB Disclosure will be entered on the national COPCA confidential database in accordance with policy, and will be retained indefinitely.

Signed:

Name:

Date:

FOR EMPLOYEES AND THEIR LINE MANAGERS ONLY:

1. If you have not previously shown us your qualification certificates, or we have no record of this, please submit the original certificates to your line manager or equivalent, who will complete and sign this form.
2. I certify that I have seen the original qualification certificates relating to
..... (name of employee), who was appointed to the post
of (job title).

Details of professional registration number e.g. CCETSW, DfES (or other professional
body

and any relevant numbers)

State name of awarding body

Signed:

Name:

Position:

Date: