

Organisation	Function	GDPR compliance Responsibility
<p><b>Complete Background Screening (CBS)</b></p>	<ul style="list-style-type: none"> <li>• Wholesaler of online DBS checking service</li> <li>• Registered 'umbrella body' for the Disclosures and Barring Service in the UK</li> <li>• Counter signatory for DBS checks</li> <li>• Owner of 'Map it and Go' online DBS application system</li> </ul>	<p><b>You are likely to handle personal data, special category personal data and data relating to criminal convictions and offences.</b></p> <p><b>You have a duty to comply with GDPR in relation to all personal data you process. This includes personal data you process for individuals referred to you through us via our customers.</b></p> <p><b>These duties include complying with the core principles set out in article 5 of GDPR.</b></p> <p><b>You will need to have systems and procedures in place to comply with the principles mentioned above. Some of these procedures will involve:</b></p> <ul style="list-style-type: none"> <li>• <b>Informing individuals about how you process their personal data;</b></li> <li>• <b>Informing them of their rights under the data protection;</b></li> <li>• <b>If you are relying on consent to lawfully process 'special category' of personal data then you need explicit consent which requires a very clear and specific statement of consent.</b></li> <li>• <b>Having proper legal or official authority before your process personal data relating to their criminal convictions and offences.</b></li> </ul>

<p><b>Vibrant Nation</b></p>	<ul style="list-style-type: none"><li>• Retailer of online DBS checking service</li><li>• Acquisition of clients requiring DBS services</li><li>• Provision of account management and customer service provision for all aspects of the DBS application process (for clients and applicants)</li><li>• Production of itemised billing for customer accounts</li><li>• Generation of reports for customers for the purposes of statistical analysis</li></ul>	<p><b>You are likely to handle personal data only.</b></p> <p><b>You have a duty to comply with GDPR in relation to all personal data you process. This includes personal data you process which is received from Complete Background Screening and from your customer.</b></p> <p><b>These duties include complying with the core principles set out in article 5 of GDPR.</b></p> <p><b>You will need to have systems and procedures in place to comply with the principles mentioned above. Some of these procedures will involve:</b></p> <ul style="list-style-type: none"><li>• <b>Informing individuals about how you process their personal data; and</b></li><li>• <b>Informing them of their rights under the data protection.</b></li></ul>
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<b>Super User</b>	<ul style="list-style-type: none"><li>• A customer with multiple accounts</li><li>• Able to view all applications with all the features detailed in the Administrator access</li><li>• Control ALL system users and their access, including IDVs</li><li>• Create new accounts</li><li>• Reset accounts passwords</li><li>• View and contribute to audit trails</li><li>• Extract management information</li></ul>	<p><b>You are likely to handle personal data, special category personal data and data relating to criminal convictions and offences.</b></p> <p><b>You have a duty to comply with GDPR in relation to all personal data you process. This includes personal data you process for individuals referred to you through us via our customers.</b></p> <p><b>These duties include complying with the core principles set out in article 5 of GDPR.</b></p> <p><b>You will need to have systems and procedures in place to comply with the principles mentioned above. Some of these procedures will involve:</b></p> <ul style="list-style-type: none"><li>• <b>Informing individuals about how you process their personal data;</b></li><li>• <b>Informing them of their rights under the data protection;</b></li><li>• <b>If you are relying on consent to lawfully process 'special category' of personal data then you need explicit consent which requires a very clear and specific statement of consent.</b></li><li>• <b>Having proper legal or official authority before your process personal data relating to their criminal convictions and offences.</b></li></ul>
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<p><b>Identification Validator (IDV)</b></p>	<ul style="list-style-type: none"> <li>An individual who can have access to multiple accounts as authorised to do so by the super user e.g. there may be multiple accounts within the system, e.g. internal staff or clubs. The IDV can access the accounts for which the super user has authorised them to do so for the purpose of validating the ID of a DBS applicant.</li> </ul>	<p><b>You are likely to handle personal data, special category personal data and data relating to criminal convictions and offences.</b></p> <p><b>You have to comply with the policies and procedures set and in place from time to time, by your organisation (the Super User).</b></p>
<p><b>Administrator</b></p>	<p><b>[Are they an individual who is given access by the Super User?]</b></p> <ul style="list-style-type: none"> <li>Creates new applications</li> <li>Tracks all applications</li> <li>Views audit trails</li> <li>Views real time results</li> <li>Views printer friendly summary screens</li> <li>Receives notifications</li> </ul>	<p><b>You are likely to handle personal data, special category personal data and data relating to criminal convictions and offences.</b></p> <p><b>You have to comply with the policies and procedures set and in place from time to time, by your organisation (the Super User?).</b></p>
<p><b>DBS Applicant</b></p>	<ul style="list-style-type: none"> <li>Receives log in details via email and completes an online application form.</li> <li>Submits to Administrator for checking, approval and submission.</li> <li>Presents identity documentation to the IDV in order to complete the application process.</li> </ul>	<p><b>You will be handling your own data and the GDPR will not apply to you.</b></p> <p><b>You need to make sure you are aware of your rights under the GDPR before you provide your personal data.</b></p>