

IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY

The UK Basic Level Disclosure can come from one of two sources; Disclosure Scotland or the Disclosure & Barring Service (DBS). The specific source to be used is dependent upon the location of the job. The information needed to request the Disclosure varies depending upon the source of the Disclosure. It is important to select the correct source so that we can provide you with the proper ordering information.

- **If the job location is outside of England or Wales, including countries outside of the UK, the source is Disclosure Scotland.**
- **If the job location is in England or Wales, the source is the Disclosure & Barring Service.**

This package contains the Notice and Consent for both sources. Only fill out the document that pertains to your unique employment situation.

Will your job be located in England or Wales? (Check one below)

NO: Complete the [Disclosure Scotland Consent](#) form (page 2 of this document)

YES: Complete the [DBS Consent](#) form (pages 3-4 of this document)

Do not complete both Consent documents. Only complete the document that meets your specific job situation.

COMPLETE FOR JOBS NOT LOCATED IN ENGLAND OR WALES

Subject Consent for Disclosure Scotland Process: Basic Level Disclosure Certificate

Updated: December 13, 2017

My place of work will be (check one):

- Northern Ireland
- Scotland
- Country other than UK

_____ (the "Company") has asked a third-party service provider, ClearStar, Inc. ("ClearStar"), 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, to obtain a Basic Level Disclosure Certificate for you from Disclosure Scotland.

This consent form is intended to describe how the Basic Level Disclosure Certificate, obtained from Disclosure Scotland, will be handled, reported, and destroyed. The Basic Level Disclosure Certificate is obtained from Disclosure Scotland. It consists of a listing of unspent convictions. Additional information can be obtained on their website located at: <http://www.disclosurescotland.co.uk/disclosureinformation/index.htm>.

ClearStar contracts with a UK fulfillment vendor, who is a Responsible/Registered Body with Disclosure Scotland, and who can handle your personal details and submit the application to Disclosure Scotland on your behalf.

As part of these arrangements, your personal information may be transferred to the United States ("U.S."). Your information may also be processed and stored in other countries where the Company is located. Your information may be subject to U.S. or other laws for disclosure and may be accessible to foreign law enforcement, and / or national security agencies, or courts. Please note that the laws regarding personal information in some of the jurisdictions involved may be different or less stringent than the laws of the country in which you reside.

To process the request for the Basic Level Disclosure, you hereby consent to this fulfillment vendor:

- Receiving your Disclosure direct from Disclosure Scotland;
- Inspecting and handling the Disclosure prior to you seeing the content; and
- Passing the Disclosure or Disclosure information to both ClearStar and the Company if the Disclosure is required for employment or other purposes (if required).

Indicate your consent to the above:

(Signature)

(Date – DD/MM/YYYY)

Printed Name: _____

Once the Basic Disclosure document is received and inspected by the local fulfillment vendor, a summary of the results will be provided to the Company. The electronic copies of your consent, identity documents, the summary results, and the Disclosure document itself, will be securely destroyed after 90 days. A record of the Company's request for this Basic Disclosure, including the date of the request, the date of the report to the Company, and the Basic Level Disclosure Certificate Number, will be retained as part of the inquiry history.

The hard copy of the Disclosure Scotland Basic Disclosure is the property of the data subject. If you wish to have this document returned to you prior to its destruction, please contact the Company directly.

Additional information about the ClearStar's Privacy Policy is available online at <http://www.clearstar.net/privacy-policy/>.

COMPLETE FOR JOBS IN ENGLAND OR WALES

Subject Consent for DBS Basic Disclosure: Authority to Release Information under the Data Protection Act 1998

Updated: December 22, 2017

My place of work will be (check one):

- England
- Wales

_____ (the "Company") has asked a third party service provider, ClearStar, Inc. ("ClearStar"), 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, United States (U.S.), to obtain a Basic Level Disclosure Certificate for you from the Disclosure & Barring Service (DBS). This consent form is intended to describe how the Basic Level Disclosure Certificate, obtained from DBS, will be processed. Additional information can be obtained on the DBS website located at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

ClearStar contracts with a United Kingdom based, DBS Umbrella Body, Verifile Limited, to submit the application to DBS.

As part of these arrangements, your personal information may be transferred to the U.S. Your information may also be processed and stored in other countries where the Company is located. Your information may be subject to U.S. or other laws for disclosure and may be accessible to foreign law enforcement, and / or national security agencies, or courts. Please note that the laws regarding personal information in some of the jurisdictions involved may be different or less stringent than the laws of the country in which you reside.

The Verifile Privacy Policy is found online at www.verifile.co.uk/privacy. Information about ClearStar's Privacy Policy is available online at <http://www.clearstar.net/privacy-policy/>. The Privacy Policy for DBS is available online at <https://www.gov.uk/government/publications/dbs-privacy-policies-for-basic-checks>.

Indicate your preferences in the sections below:

Electronic Certificate Access

This UK Criminal Record (Basic, for England & Wales) Check will generate an electronic certificate which you will be able to access online. The Disclosure & Barring Service will send you the instructions for accessing this certificate directly.

Would you like to give Verifile, and/or the organization requesting this check, permission to see your electronic certificate when issued?

- Verifile and the organization requesting this check
- The organization requesting this check
- Neither

Paper Certificate Request

You can also receive a paper certificate through the post. Would you like one?

- Yes, to my current address as listed on the Data Form.
- No

SMS Progress Update

Would you like to receive updates to your mobile phone? Data charges may apply. A mobile phone number is required.

- Yes; Mobile Number:
- No

Authority to Release Information Under the Data Protection Act 1998

I authorise you, Verifile, and your representatives to:

Apply for a DBS Basic Disclosure certificate on my behalf and receive an electronic notification once the application has been proceeds which states either the "Certificate contains no information" or "Please wait to view applicant certificate". I understand this information will be shared with the organisation (or people acting for them) which has requested these background checks.

I authorise all organizations, in any country, to give you, Verifile, and your representatives, personal information about my background, as long as this is in line with relevant local laws, and to share it with the organisation (or people acting for them) requesting these background checks.

I also authorise you, Verifile, and your representatives to give personal information about me to other organisations as this is necessary for you to carry out the checks.

I agree to my personal information being transferred to and outside of the European Economic Area if this is necessary to complete the checks.

By signing below, I confirm that I have read and understood your privacy policy (located on the website at www.Verifile.co.uk/privacy) about handling personal information.

I declare that the information I have supplied is full and accurate and I confirm that you can commence work on my background checks immediately.

I declare that the information I have supplied is full and accurate.

I hereby agree to everything written above and confirm that you can commence work on my background checks immediately.

Indicate your consent to the above:

(Signature)

(Date – DD/MM/YYYY)

My date of birth (DD/MM/YYYY): _____

Printed Name: _____