

Disclosure & Barring Service Policy

Marwell Wildlife fulfils its responsibility to protect children and vulnerable adults from harm, by asking staff and volunteers in certain roles (as defined using appropriate DBS guidance) to undertake a Disclosure & Barring Service Check.

The aim of the Disclosure is to check that an individual has not committed offences that disbar them from working with children or vulnerable adults. If your application is successful you will be asked to complete a Disclosure & Barring Service online form. Once you have completed the online form you should bring your supporting information (birth certificate, evidence of change of name etc) to the HR Team.

The level of check required will be predetermined and indicated to you. The following levels of check will apply:

Standard Disclosure: will check for information about both spent and unspent convictions; as well as cautions, warnings and reprimands. As well as Central Police Records the Standard Disclosure will contain relevant information held by the Department of Education and Skills and the Department of Health.

Enhanced Disclosure: will contain the same information as above and will also check on any non conviction information from the local police that is considered relevant.

Once the check is complete a copy will be sent to the applicant and Marwell Wildlife will be informed via the online system.

The decision to confirm an appointment offer as permanent (in addition to any probation period requirements) is reserved until all checks and references have been received. In the event that it is Marwell Wildlife's decision not to confirm the offer, it may not be possible to inform you of the reasons for the decision.

How we will use information provided via a Disclosure

Information relating to criminal convictions provided under a Disclosure amounts to personal data and special categories of personal data under the data protection legislation. Further information in relation to our obligations under data protection legislation is set out in our Candidate Privacy Notice, which is available on our website.

We will use the personal data provided under a Disclosure to assess your suitability for the role which has been offered to you.

We may process this information:

1. Where we need to comply with a legal obligation and this is necessary for performing rights or obligations in connection with employment. This will apply where we are legally obliged to conduct an enhanced disclosure check due to the nature of the role; or
2. Where it is necessary for our legitimate interests, for example to protect our reputation and public trust in the organisation and due to the high level of trust required in the sector and the particular position, and your interests and fundamental rights do not override those interests. In this situation we will request your specific consent to process this information.

If we request your consent, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. Further information about your right to withdraw your consent is set out in our Candidate Privacy Notice.

We are happy to discuss any queries or concerns you may have regarding the Disclosure & Barring Service process or our recruitment process generally. Marwell Wildlife has a policy on storage and handling of Disclosure & Barring Service paperwork, and the Disclosure & barring Service Code of Practice, copies of which are available on request.