

E-bulk Registration Form for Existing Disclosure Members

CCPAS Statement of Fair Processing

Please retain this document for your records. It should also be made available for applicants to read.

By accessing the CCPAS E-Bulk website and providing CCPAS and our agent with your personal details, you agree to accept and be bound by the terms of the CCPAS statement of fair processing which can be viewed at www.ccpas.co.uk/disclosure-files/FairProcessing.pdf

E-Bulk Recruiter Agreement

All organisations using the E-bulk system must agree to:

1. Continue to ensure that all users follow the instructions contained within CCPAS guidance.
2. Not proceed with any online DBS check until the applicants have completed and returned a self-declaration form /confidential declaration to the Recruiter.
3. Ensure that all User Accounts and other details are kept safe and secure.
4. Not share User Account Details with any party not explicitly authorised by CCPAS.
5. Request CCPAS to withdraw the Account details from any user acting in a malicious manner or otherwise outside of the DBS Code of Practice or users no longer authorised to access the System.
6. Not divulge the User Account details to CCPAS (except for support purposes) or any third party.
7. Ensure that any DBS checks requested or carried out are justified and allowable as per the DBS Code of Practice and other relevant legislation.
8. Ensure that Disclosures are not kept any longer than necessary to make a suitable decision and in all cases not longer than 6 months from the date of issue (other than in relation to social care or OFSTED registered settings where audit requirements mean that Disclosure results must be retained as per inspectors requirements as agreed by the DBS). For the avoidance of doubt the Recruiter shall be responsible for the secure handling and destruction of the Disclosure.
9. Ensure identity verification is done with due diligence and in full compliance with the DBS Code of Practice, DBS guidance or any other applicable guidance or legislation.
10. Comply with any new or revised DBS guidance notified by CCPAS or other relevant legislation,
11. Ensure all applicants have awareness of and have read the CCPAS statement of fair processing.
12. Acknowledge that CCPAS can hold no responsibility and will not support Users accessing the service if any issue of liability arises from use of the Customer's or User's equipment.
13. Ensure that User computers have appropriate up to date anti-virus software, anti-malware, and an active firewall.
14. Ensure the utmost security of the e-bulk system and encourage all users to use as secure an email address as they can by using strong passwords and two factor authentication and users must not divulge email passwords or log in details to anyone else.
15. Ensure all Users have received appropriate training to use the System.
16. Not use the System in a manner that may harm or impair any other party's use of it.
17. Not use the System in an attempt to gain unauthorised access to any service, network, account or data by any means.

E-Bulk Acceptance of Terms

This document should be signed by all Recruiters requiring access to the E-bulk system . Please return to us at CCPAS E-Bulk Team, PO Box 133, Swanley, Kent, BR8 7UQ – we must have original signatures (not photocopied or scanned images).

Please use this form both for your initial registration, and also to add further Recruiters.

I/we the undersigned confirm that I/we have read your Statement of Fair Processing and the E-bulk Recruiter Agreement Form. We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the Data Protection Act 1998 and the DBS Code of Practice.

We authorise CCPAS to debit our account with the £45 and VAT registration fee.

It is essential that the Lead Recruiter always completes this box	
Title & Name of Lead Recruiter	
Pin no.	
Organisation Name	
Approved email for E-Bulk system (each Recruiter needs their own email – please don't give an email that has not been tried and tested)	
Lead Recruiter Signature and Date	

Please give details below of any Additional Recruiter authorised to have access to the E-Bulk system (Please note they must have been previously approved as a Recruiter):

Please complete for each additional Recruiter authorised:	
Title & Name of Additional Recruiter	
Pin no.	
Approved email for E-Bulk system (each Recruiter needs their own email – please don't give an email that has not been tried and tested)	
Additional Recruiter Signature and Date	

(All Recruiters who have access to the system must sign the above.) – Use additional sheets if necessary.

CCPAS USE ONLY			
DATE RECEIVED			
RECS SIGS & PINS CHECKED		RECS EMAIL ON SERVS	
EBULK SETUP FEE CHARGED		APPLICANT ACCEPTANCE EMAIL	
ORG SET-UP ON EBULK		APPLICANT MANAGER SET UP	
ID CHECKER SET UP		CHECKED	

ORGANISATION PASSWORD