DBS Identity Check and Application Terms

These terms explain how International Performing Arts & Theatre Limited (I-PATH) checks your identity documents and helps submit your Disclosure and Barring Service (DBS) application through Due Diligence Checking Ltd (DDC). Please read them before you provide your documents or personal information.

1. Who does what

I-PATH checks the identity documents and application information you provide, then sends the required information to DDC. DDC submits the application to the DBS. The DBS carries out the check and issues the DBS certificate to you.

DDC or the DBS may contact you for more information or documents. I-PATH, DDC and the DBS cannot guarantee how long the process will take or what information a DBS check will show.

2. What you need to do

You must provide complete and accurate information and the identity documents requested for your DBS application. Tell us promptly if you notice an error or a difference between your application and your documents. Do not send documents that are false, altered or belong to someone else.

You may be asked to provide original documents, use a digital identity check, or provide further evidence. If your identity cannot be confirmed using the documents provided, the DBS may require another identity check, such as fingerprinting. This can delay the application.

3. How the application is handled

We will send your application to DDC when the required information and identity checks are complete. We may ask you to correct or confirm information before submission. We will not change your application unless we have discussed the change with you and you have agreed.

DDC handles the application submission and the DBS carries out the check. I-PATH is not responsible for delays or decisions made by DDC or the DBS. This does not limit any rights you have under the law.

4. Identity checks and your consent

You must give written consent when completely your application before we submit a DBS application for you. Depending on the identity-check route used, DDC may also ask you to consent to an external identity search.

External identity verification consent

If DDC needs to verify your identity through an external organisation, the following consent applies:

> *"You may undertake a search with an external organisation for the purposes of verifying my identity. To do so the organisation (Experian Limited) may check the name, address and date of birth I supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained, but will not be visible to other parties or affect my credit rating."*

5. Digital identity verification notice

If digital identity verification is used, the following notice applies:

"We will use identity document validation technology to assess the authenticity of identity documents provided to us in connection with your application. The identity document validation system will only retain relevant personal data provided in connection with that purpose. Data taken from the identity document you provided for that purpose will only be used and retained in accordance with applicable UK data protection legislation. However, data relating to suspected fraudulent documentation may be shared with the document validation system provider for further analysis and with any relevant law enforcement body such as the police and Immigration Enforcement. Possession and use of fraudulent documents may constitute an offence under the Identity Documents Act 2010, which can result in a sentence of imprisonment of up to ten years."

6. How we handle your information

I-PATH will use your personal information and documents to check your identity, prepare and submit your DBS application, and deal with questions about it. We will share the information needed for these purposes with DDC and the DBS. Where relevant, identity information may also be checked by an external provider such as Experian. Information about suspected fraudulent documents may be shared with the verification provider or relevant authorities where appropriate.

I-PATH will store your information securely and keep it only for as long as needed for these purposes and to meet legal or regulatory requirements. I-PATH and DDC handle personal information under applicable UK data protection law and their respective privacy arrangements. For questions about information held by I-PATH, contact info@i-path.org.

7. General terms

These terms apply between you and International Performing Arts & Theatre Limited for the identity-checking and DBS application support described above. They do not replace DDC's or the DBS's own terms, guidance or privacy information.

These terms are governed by the law of England and Wales. Any dispute will be dealt with by the courts of England and Wales, subject to any rights you have under applicable law.