



**THIS AGREEMENT** is entered into by and between KCTA Disclosure Service Ltd (hereinafter referred to as “KDSL”) and

(hereinafter referred to as “the organisation”)

**WITNESSETH:**

**WHEREAS** KDSL is registered with the Disclosure and Barring Service (DBS) as an Umbrella Body and

**WHEREAS** the organisation wishes to use the criminal record checks processed through the DBS.

**NOW, THEREFORE,** it is hereby agreed by and between the parties as follows:

The organisation will have a Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of DBS certificates and certificate Information.

The organisation will have a Policy Statement on the recruitment of ex-offenders.

The organisation will comply with the DBS Code of Practice available at: -

[www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice).

The organisation nominates.....as the responsible person for the purpose of checking the evidence of identity (ID Checker) as required in the DBS Application Form and as specified by the DBS from time to time.

**THIS AGREEMENT** will come into immediate effect following the signing by both parties and the nominated ID Checker.

KCTA Disclosure Service Ltd  
Suite 4, Beaufort House,  
Beaufort Court  
Sir Thomas Longley Road  
Rochester, Kent, ME2 4FB

Sign:.....  
(Nominated ID Checker)

For and on behalf of the organisation: -

Sign:.....

Sign:.....

Print Name:.....

Print Name:.....

Title:.....

Title:.....

Date:.....

Date:.....

E-Mail:.....

Tel:.....

**REG. No:**