

DBS Update Service Consent Form

Full Name			
Student Number		Date of Birth	
DBS Certificate Number		DBS Certificate Date	
Subscription date		Expiry date	

Please tick if you completed a DBS Enhanced Certificate application ☐

Was your application checked against the DBS Children's Barred List and/or the DBS Adults Barred List?

Tick the boxes that apply:

Children's Barred List Check ☐

Adults Barred List Check ☐

Important information – please read

- All students are required to keep their Update Service subscription valid for the entire duration of their course. If your subscription lapses you must inform the University DBS Team by emailing DBS@brunel.ac.uk
- You are responsible for keeping your Update Service subscription valid. If your subscription lapses or you decide to cancel your subscription you must alert the DBS Team so that we can make arrangements to carry out a new DBS application for you. **You will not be allowed to proceed on to any placement without a valid DBS carried out by Brunel or valid DBS Update Service subscription.**
- If you go on to obtain a new DBS and transfer your subscription to the new DBS. It is your responsibility to let the University know. If you do not, we will check your subscription on the original DBS (which will be no longer valid) and you will not be allowed to go on to your placement until this matter is resolved. Please note that you will need to complete a new consent form and provide a copy of your new DBS Certificate.
- If the Update Service indicates that there is information on your DBS Certificate that was not previously declared, you will need to speak with the DBS Manager to explain this discrepancy, and apply for a new certificate at your own expense. A Criminal Convictions Panel will then need to decide if you can remain on the course. For full details of the University's Admissions Policy, please see: <http://www.brunel.ac.uk/courses/admissions/admissions-policy>
- Brunel University are responsible for verifying your Update Service subscription in order for you to be able to continue with course related placements. **If your DBS subscription is not valid you will not be allowed onto any placement until this is resolved.**

Please return the completed form along with a copy of your DBS certificate to the DBS & Scholarships Manager, Admissions Office, **Brunel University London**, Bishops Complex, Lower Ground, Uxbridge, UB8 3PH.

☐ By ticking this box, I confirm I have read the above terms and conditions and give permission to Brunel University London to check the status and validity of my Update Service subscribed DBS Certificate throughout the duration of my time as a registered student.

Signature: _____ Date: _____

The Brunel Admissions DBS team request that applicants who have subscribed to the DBS Update Service provide their consent for Brunel to access their information. As part of the process the above details are requested of you. This information will solely be used by the Brunel DBS team to access your Update Service clearance and refer it to the appropriate Brunel Department in order for suitable placements to be arranged. This information will not be transferred to a third party and will be stored securely for up to 7 years after you graduate, in line with the University retention policy and for the duration of your time at the University.

Data processed by the University is handled in accordance with current data legislation. Our full Privacy notice can be found at <https://www.brunel.ac.uk/about/admissions/admissions-privacy-policy> If you have any questions about how your information is being used, please contact admissions@brunel.ac.uk