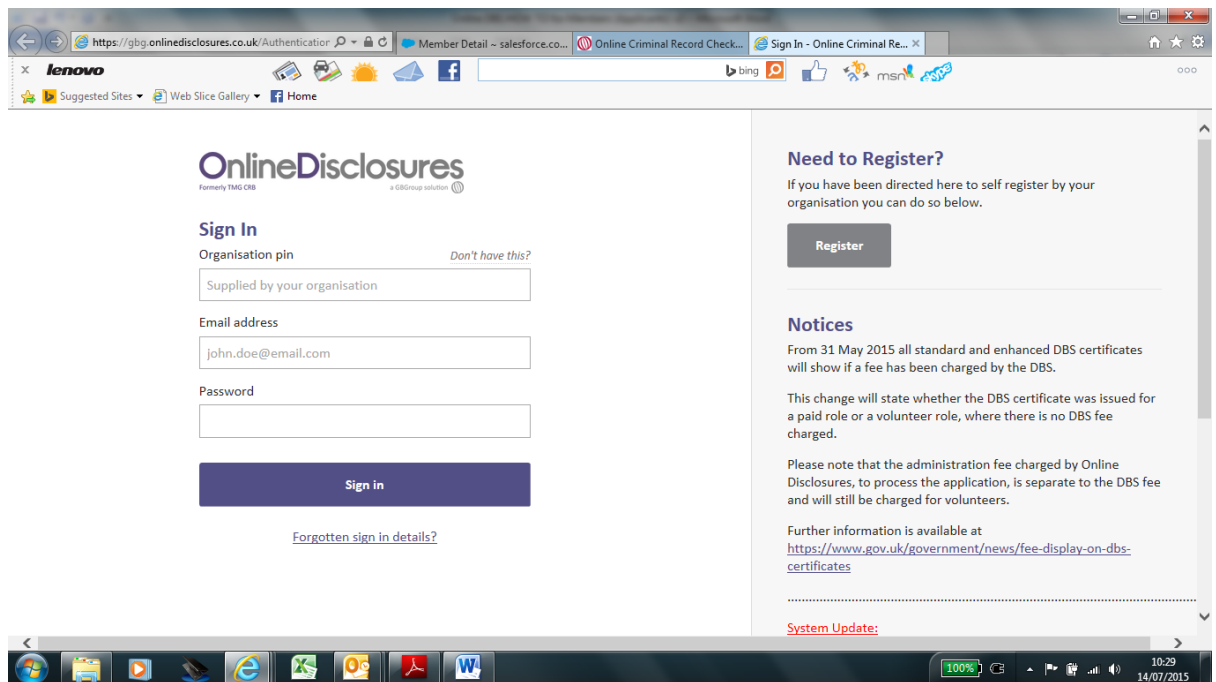


## DBS APPLICATIONS (USING GBGroup) - MEMBERS

### How Members (Applicants) register their application online (10 steps)

1. Member uses this link to access GBGroup website: <https://www.onlinedisclosures.co.uk/>
2. Member clicks on REGISTER



The screenshot shows a web browser window displaying the OnlineDisclosures website. The page has a header with the logo 'OnlineDisclosures' and 'Formerly TMG DBS'. Below the logo is a 'Sign In' section with three input fields: 'Organisation pin' (with a placeholder 'Supplied by your organisation'), 'Email address' (with 'john.doe@email.com'), and 'Password'. A 'Sign in' button is below these fields, and a link for 'Forgotten sign in details?' is underneath. To the right of the sign-in form is a 'Need to Register?' section with a 'Register' button. Below that is a 'Notices' section with text about DBS certificates and a link to 'https://www.gov.uk/government/news/fee-display-on-dbs-certificates'. At the bottom of the page, there is a 'System Update:' notification.

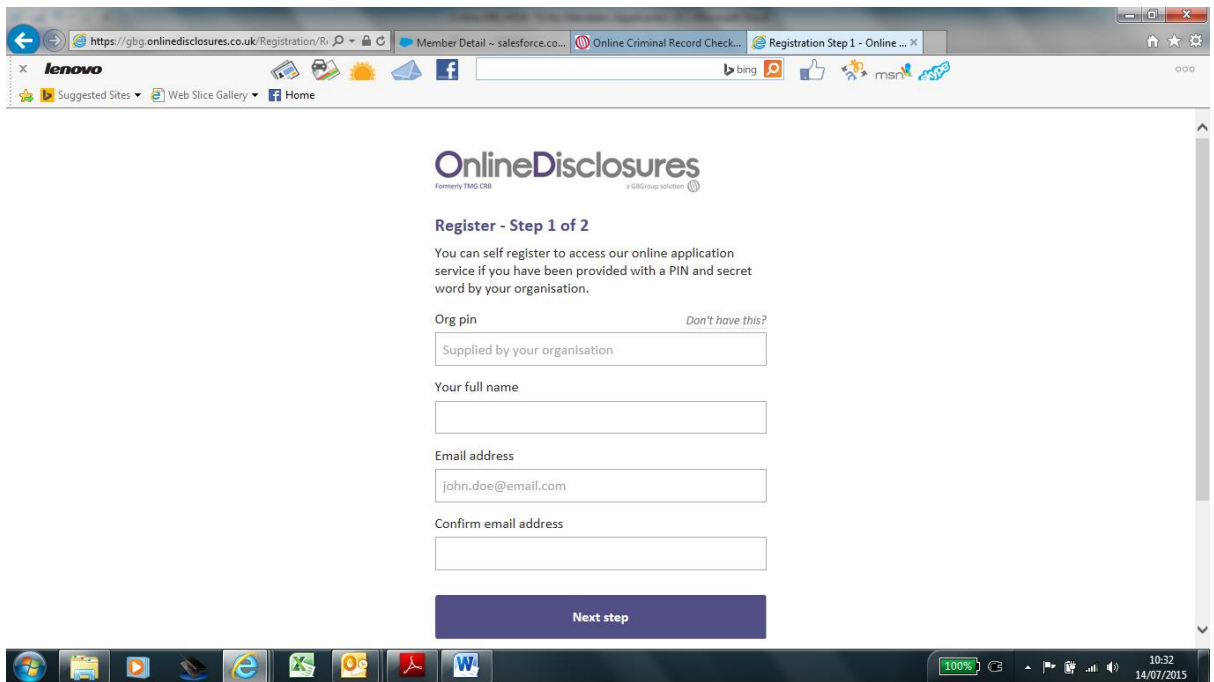
3. Member enters details:

Org PIN: Ask your Club Safeguarding Officer for the Club PIN and secret word

Name: e.g. *Fred Bloggs*

Email: e.g. [fredbloggs@bloggs.co.uk](mailto:fredbloggs@bloggs.co.uk)

Confirm Email: e.g. [fredbloggs@bloggs.co.uk](mailto:fredbloggs@bloggs.co.uk)



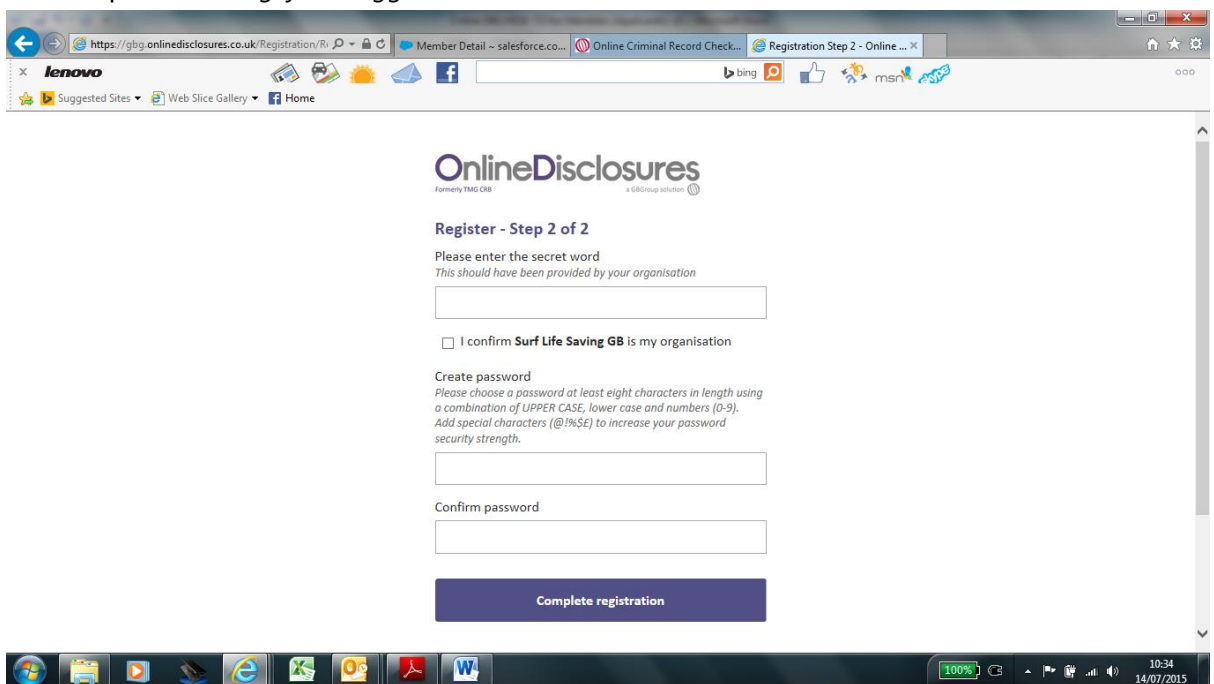
#### 4. Member enters details:

Secret word: Ask your Club Safeguarding Officer for the secret word

Tick to confirm the organisation name is xxx Surf Life Saving Club

Password: *e.g. fredbl0ggs* (Member creates own password)

Confirm password: *e.g. fredbl0ggs*



## 5. Registration complete, Members click 'Begin Application'

The screenshot shows a web browser window with the URL <https://gbg.onlinedisclosures.co.uk/Application/Cr...>. The page has a header with a "Save & sign out" button. The main content area is titled "Before you Begin" and contains the following text:

This application process should only take around 4-5 minutes to complete. You can save your progress and return at any time to complete the application.

**What you will need**

If you have any of the following then you will be asked to provide details:

- National Insurance number
- Valid Driving licence
- Valid passport
- Valid national ID card

At the bottom of the content area is a blue button labeled "Begin application". The footer contains the text "© 2015 GB Group PLC" and links for "Accessibility statement" and "Help".

## 6. Member reads and accepts Statement of fair processing Click CONTINUE

The screenshot shows a web browser window with the URL <https://gbg.onlinedisclosures.co.uk/Application/Cr...>. The page has a header with a "Save & sign out" button. The main content area is titled "Statement of Fair Processing" and contains the following text:

**Statement of Fair Processing**

**Please confirm below that you agree to the following statement**

The DBS was established in December 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Applications for Basic criminal record checks are processed by Disclosure Scotland.

In this fair processing statement, "we", "us" and "our" refers to the organisation requesting a criminal record Disclosure.

By accessing the Website and providing us with your personal details, you agree to accept and be bound by our privacy policy, the key terms of which are non-exhaustively summarised in this fair processing statement.

All information is stored in a secure environment, compliant with ISO27001. All information for a Disclosure is encrypted and submitted to and from DBS via secure government pathway.

Data can only be amended by the applicant using the email address and password supplied at registration. Therefore, it is important that you keep this information in a secure place.

All organisations requesting criminal record Disclosures are required to:

- Abide by the DBS/DS Code of Practice
- Abide by the Data Protection Act 1998
- Have a policy for the recruitment of ex-offenders and a policy for secure storage

## 7. Application

Member follows steps 1 to 4, Application Details to Confirmation

The screenshot shows a web browser window displaying the 'OnlineDisclosures' application form. The browser's address bar shows the URL 'https://gbg.onlinedisclosures.co.uk/Application/Cr...'. The page features a progress bar with five steps: 1. About You (highlighted), 2. Contact Details, 3. Verification Documents, 4. Summary, and 5. Confirmation. A 'Withdraw' link and a 'Save & sign out' button are visible in the top right corner. Below the progress bar, a yellow box contains the text: 'Please note - we require all questions to be answered unless labelled as (Optional)'. The main section is titled 'Your Name & Gender' and includes the following fields and questions:

- Gender:** Radio buttons for 'Male' and 'Female'. A note states: 'A confidential checking process exists for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application for a disclosure. Please contact the Sensitive Team on [Sensitive@db.s.gsi.gov.uk](mailto:Sensitive@db.s.gsi.gov.uk)'
- Title:** A dropdown menu with 'Select' as the current selection.
- Forename:** A text input field containing 'eg. John'.
- Surname:** A text input field containing 'eg. Smith'.
- Do you have a middle name?:** Radio buttons for 'Yes' and 'No'.
- Have you been known by any other names?:** Radio buttons for 'Yes' and 'No'. A note below reads: 'This could be a change of first or last name'.

The Windows taskbar at the bottom shows the system tray with the date '14/07/2015' and time '11:06'.

8. Application is complete.
9. The Safeguarding Officer now needs to log in to GBGroup to verify the applicant's identity documents.
10. Member will receive DBS certificate when DBS has processed.