Self- Declaration & Disclosure Form

(Updated may 2018)

**Private and Confidential**

**Trip Supervision**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the General Data Protection Regulations 2018.

**Part One**

|  |  |  |  |
| --- | --- | --- | --- |
| *For completion by the organisation:* | | | |
| Name: | |  | |
| Address and Postcode: | |  | |
| Telephone/Mobile No: | |  | |
| Date of Birth: | |  | |
| Gender: | | Male / Female | |
| Identification *(tick box below):* | | | |
|  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. | | |
| ***Either*** | | | |
| UK Passport Number and Issuing Office | | |  |
| UK Driving Licence Number (*with picture*) | | |  |
|  | | | |
|  | | |  |
| **Signature of authorised Person/Club:** | | |  |
| **Print name:** | | |  |
| **Date:** | | |  |

**Part Two**

Note: If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

|  |  |  |  |
| --- | --- | --- | --- |
| *For completion by the individual**(named in Part one):* | | | |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children or vulnerable adults? | | | YES / NO  *(if Yes, provide information below)*: |
| Have you ever been convicted or apprehended under the following not eligible for DBS filtering offences:   * Offences involving violence * Safeguarding offences * Sexual offences * Drugs offences that involve supply | | | YES / NO  (if Yes, provide information below): |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults? | | | YES / NO  *(if Yes, provide information below)*: |
| **More info:** | | | |
| **Confirmation of Willingness to Participate :** I confirm that I am willing to participate in a supervisory role with children on an overnight trip and further agree to comply with all safeguarding policies and procedures, including the Code of ethics and Conduct and Duty of Care as set forth by Basketball England.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Date | | | |
| **If you state yes to any of the above, you will be required to undergo a full enhanced DBS check through Basketball England.**  [**https://www.basketballengland.co.uk/safeguarding/dbs-checks/**](https://www.basketballengland.co.uk/safeguarding/dbs-checks/) | | | |
| Confirmation of Declaration (tick box below) | | | |
|  | I agree that the information provided here may be processed in connection with recruitment /supervision role purposes on this club trip. | | |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | | |
|  | I understand that the information contained on this form, may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. (eg police, children’s services, local authority) | | |
| **Signature:** | |  | |
| **Print name:** | |  | |
| **Date:** | |  | |

**General Data Protection Regulations 2018**

Basketball England is a privacy conscious organisation and is strongly committed to privacy. Our Data Protection Policy, follows guidelines set out in General Data Protection Regulations (May 2018).

The above act was introduced to unify all EU member states' approaches to data regulation, ensuring all data protection laws are applied identically in every country within the EU. The GDPR was created to regulate how businesses use data, ensuring it's the same across the entire EU. It has been adopted into UK law from 25th May 2018.

It is our responsibility to ensure that the documentation and data held on subject is:

* Processed lawfully, fairly and in a transparent manner
* Collected for specified, explicit and legitimate purposes
* Adequate, relevant, and limited to what is necessary
* Accurate and kept up to date, where necessary
* Kept in a form which permits identification of data subjects for no longer than is necessary
* Processed in a manner that ensures appropriate security of the personal data

Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the regulation. We have a legitimate business interest in collecting this personal data so that we can effectively run and administer the sport. The data subjects will have the right, upon written request, to be told what personal data about them is being processed. They will also have the right to be informed of the source of the data and to whom it may be disclosed.

The data collected on this form will be used solely for use by Basketball England during the the safe recruitment process that this information has been collected for, where your son/daughter is participating, and the data will not be shared with any 3rd party.

If you have queries regarding data protection, please contact [info@basketballengland.co.uk](mailto:info@basketballengland.co.uk)