

**COMMUNITY&VOLUNTARY SERVICES**  
*Access NI Organisation Registration Terms & Conditions*



Community&Voluntary Services (CVS) undertake Access NI checks on behalf of groups, organisations, not for profit enterprises and companies under the following conditions.

The Group/Organisation/Enterprise/Company (GOEC) have fully completed a (CVS) Access NI Organisation Registration Form.

The (GOEC) have Confidentiality, Data Protection and Rehabilitation of Offenders Policies that cover the security and protection of information and data relating to the Access NI checking procedure and disclosure certificate/s, meeting the requirements of current employment and other relevant data protection and security legislation.

The (GOEC) have a process for dealing with disclosure/s from the Access NI certificates.

The (GOEC) are responsible for explaining the need for an Access NI check to the applicant and making them aware of the requirements for completing an Access NI check at the relevant level and the availability of the Access NI Code of Practice covering this.

All applications must be made through the Access NI online system, (except where an applicant requires support due to a specific need or condition). The 6 digit Pin Number required for this process is available on the applicants PinID&Notification form available at <http://www.youcanhelp.org/services>

It is the responsibility of the individual making an application to ensure they record accurate and up to date information on the system and present correct documentation to verify their identity.

When the online application has been completed the applicant must contact lead signatory Seamus for an appointment (Tel:07843478433 or Email:youcanhelp@live.co.uk) to verify their ID documents. The list of suitable documents is contained on page 2 of the PinID&Notification form.

All applications must be paid for prior to the signatories completion of the online application. (Applications may be processed and the (GOEC) invoiced only where prior written agreement has been made with the lead signatory).

**Community&Voluntary Services will:**

Retain incomplete applications on the system for 1 month and then return to the applicant.

Notify the (GOEC) upon receiving notification of a disclosure on the certificate issued.

Strictly adhere to it's own Data Protection, Confidentiality and Privacy Policies at all times during the process.

Community&Voluntary Services will fully comply with any legal requirements, obligations or notices served upon the organisation in relation to any Access NI application.

As a registered umbrella body Community&Voluntary Services fully complies with the Access NI Code of Practice, available on request or at, <https://www.nidirect.gov.uk/publications/accessni-code-practice>