

**COMMUNITY&VOLUNTARY SERVICES**  
Access NI Organisation Registration Form



Community&Voluntary Services is an umbrella body undertaking Access NI checks. Prior to undertaking any checks on your behalf, you are required to complete and return this registration form.

**Privacy Notice:** This information is only available to Access NI approved personnel within the centre. The information and details are recorded and stored for this specific purpose and will not be passed to any other individual or body outside the Access NI checking system.

By completing the registration form you are agreeing to the terms and conditions under which Community&Voluntary Services record and retain your information with the sole purpose of undertaking Access NI checks on behalf of your group, organisation or company. Terms and Conditions are attached.

Date:

Organisation:

Contact Name:

Tel:

Email:

Address1:

Address 2:

Town/City:

Post Code:

Designated Officer/Person:

Tel:

Email:

Address:

Do you have a Confidentiality Policy:                      Yes                      No

Do you have a Data Protection Policy:                      Yes                      No

Do you have a Rehabilitation of Offenders Policy                      Yes                      No

Signed:

Date:

On behalf of:

Community&Voluntary Services policy, terms and conditions for undertaking Access NI checks are also available from our website, <http://www.youcanhelp.org/services.html>

For any queries on registering or on any matter relating to our Access NI checking process, contact Seamus Donnelly.