

<sup>1</sup> Insert name and address of school/parish/organisation

### **3. Garda Vetting Contact Person**

- 3.1.** Each Affiliate will appoint a Garda Vetting Contact Person who will be the sole point of contact between the Liaison Person in the Registered Organisation and the Affiliate.
- 3.2.** The Affiliate will inform the Registered Organisation in writing within seven days if there is a change in the Garda Vetting Contact Person.

### **4. Confidentiality**

- 4.1.** The Affiliate recognises that all information received in respect of a vetting applicant is for the sole use of the Affiliate.
- 4.2.** All communication in relation to vetting will only take place between the Liaison Person in the Registered Organisation and the Garda Vetting Contact Person in the Affiliate.
- 4.3.** The Registered Organisation and the Affiliate undertake to protect all data received in relation to the vetting applicants in a confidential manner as provided for in the Data Protection Act.

### **5. Establishment of Identity**

- 5.1.** It is the responsibility of the Affiliate to establish the identity of the vetting applicant prior to submitting a vetting application to the Registered Organisation.
- 5.2.** The establishment of identity of the vetting applicant must include the full name, current address, and date of birth of the vetting subject. Two forms of identification should be produced by the vetting applicant, one of which should be photographic identification.

### **6. Record Keeping**

- 6.1.** The Affiliate will retain the copies of the documents used to establish the identity of the vetting applicant until the purposes for which it is sought has expired.
- 6.2.** The Affiliate will retain the vetting disclosure until the purposes for which it is sought has expired.
- 6.3.** A copy of the vetting disclosure must be made available by the Affiliate to the vetting applicant on request.
- 6.4.** The Registered Organisation will retain the name and contact details of the Liaison Person and any other nominated contact for the affiliate. These details will be stored on a secure database hosted in the Cloud to which only RCB staff and staff from Enclude (a company who provides IT support of the database) will have access to. The contact details will be held for 3 months after the person leaves role or whenever consent is withdrawn whichever is earliest.

### **7. Decision Making Process**

- 7.1.** The Affiliate must follow its own decision-making process regarding the suitability of the vetting subject for employment or volunteer work.
- 7.2.** The Affiliate acknowledges that the Registered Organisation and the Vetting Bureau have no decision-making role in relation to the suitability of the vetting applicant for employment or volunteer work.

### **8. Amendment of this Agreement**

- 8.1.** Save as expressly provided in this Agreement, no amendment or variation of this Agreement shall be effective unless in writing and signed by a duly authorised representative of each of the parties to it.

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Signed on behalf of the Church of Ireland Safeguarding Board

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Signed by the Vetting Contact Person on behalf of the Affiliate