

Applicant Guidance Notes

Media Check Online Disclosure Guide
(eBulkPlus)



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Applicant Guidance Notes

A Media Check application can be completed by accessing the internet from any device that has this facility. This includes a smart phone, tablet, laptop or PC. It is supported on the latest versions of all modern browsers; however, we do not recommend access via Internet Explorer as this browser is unsupported both by our technology and soon by Microsoft also. If you do not own your own computer, you can go to any internet café or local library. Please be aware that you must complete your application form in full as part completed applications form cannot be saved.

Starting your application

You will have received an email invitation from our eBulk system containing a direct link to completing your application, simply click the link contained in your email to start your application.

The application will open directly within your browser without needing to login/authenticate your session.


(Please do not share the link to your application with anyone else as it is unique to you.)

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (*)

Mistakes on the application form will cause delays in processing.

Statement of Fair Processing

You will now be taken to the 'eBulkPlus Statement of Fair Processing' outlining the terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.



Security Watchdog Statement of Fair Processing

By accessing this website and providing Security Watchdog, part of Capita plc with your personal details, you agree to accept and be bound by the terms of this statement of fair processing which is summarised below.

Security Watchdog has produced an online disclosure system, eBulkPlus, allowing you to complete your application at any location with internet access. Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data as follows:

1. We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
2. We will ensure that all personal information supplied is held securely, in accordance with the UK Data Protection Act and the UK General Data Protection Regulation (UK GDPR).
3. We will provide a safe and secure experience for users of this site.
4. We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.

Fair Processing Principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose of carrying out a background check on your online digital presence. For this we use a third-party professional screening partner, SP Index (<https://www.sp-index.com>), experienced in processing personal data for the purpose of such checks. The scope of such checks will include all online open-source information, but specifically:

- Up to 10 years online history
- Social and professional networking and media
- Blogs and vlogs
- News and media reports
- Information displayed publicly online by 3rd parties
- Any other relevant open-source information available

Data is collected, stored and processed by Security Watchdog and SP Index in accordance with the UK Data Protection Act and UK GDPR. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our eBulkPlus online disclosure service to you; or (iii) as required by law.

Any organisation which uses this eBulkPlus online disclosure service is obliged to sign a service contract requiring them to:

- Abide by the UK Data Protection Act and UK GDPR
- Have a policy for secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

The Security Watchdog eBulkPlus solution is hosted within an ISO27001, UK-based data centre and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to SP Index using the eBulkPlus interface.

I HAVE READ AND UNDERSTAND THIS STATEMENT (TICK TO CONFIRM)

NEXT

[Applicant Consent Form](#)
[Rehabilitation of offenders Guidance](#)

[DBS Code of Practice](#)
[Bulk Invite Template](#)

Once you have ticked the consent box please click 'Next'

Section 1 – About You

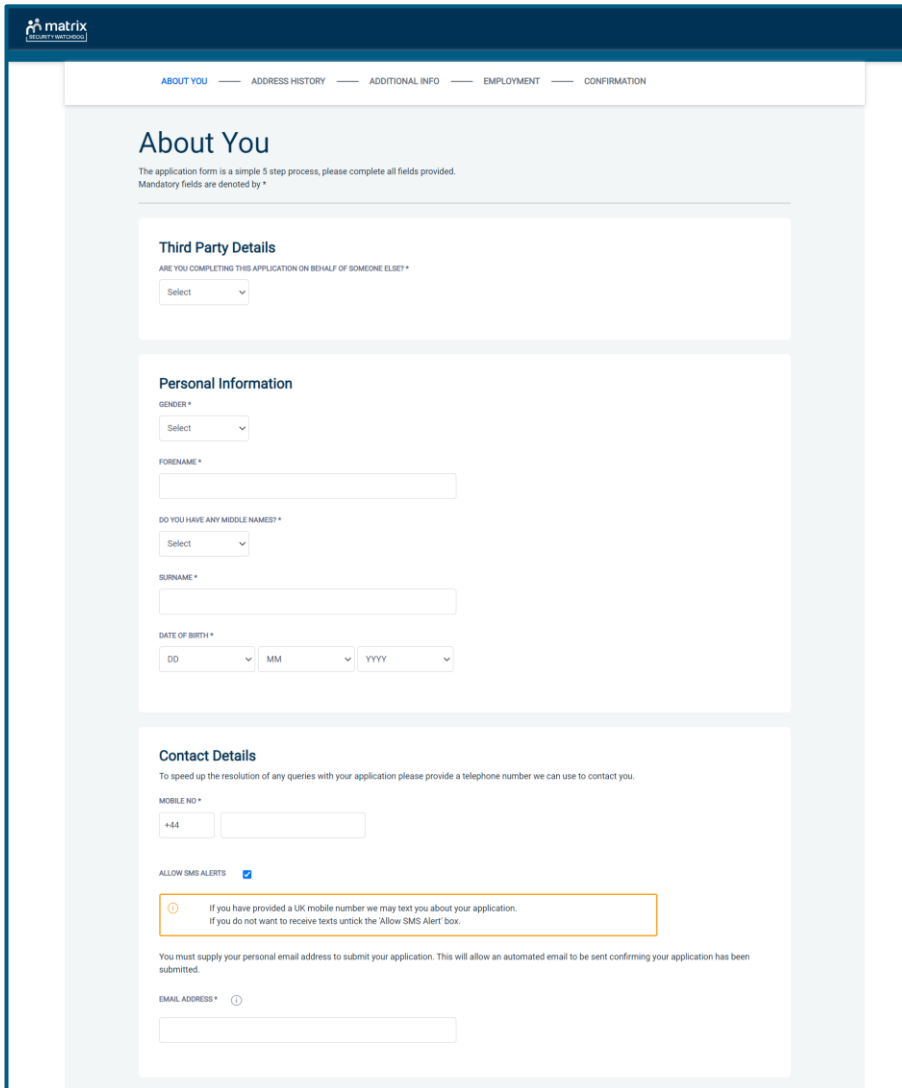
Third Party Details

If you are completing the application on behalf of someone else, please ensure you answer ‘Yes’ to the first question within the ‘Third Party Details’ section. Please then provide your personal details within the ‘Third Party Details’ section but the details of the person you are completing it on behalf of, for the rest of the application.

Applicant’s Details

Please enter your personal details.

Any missing information from this or any other section can delay the processing of your Media check.

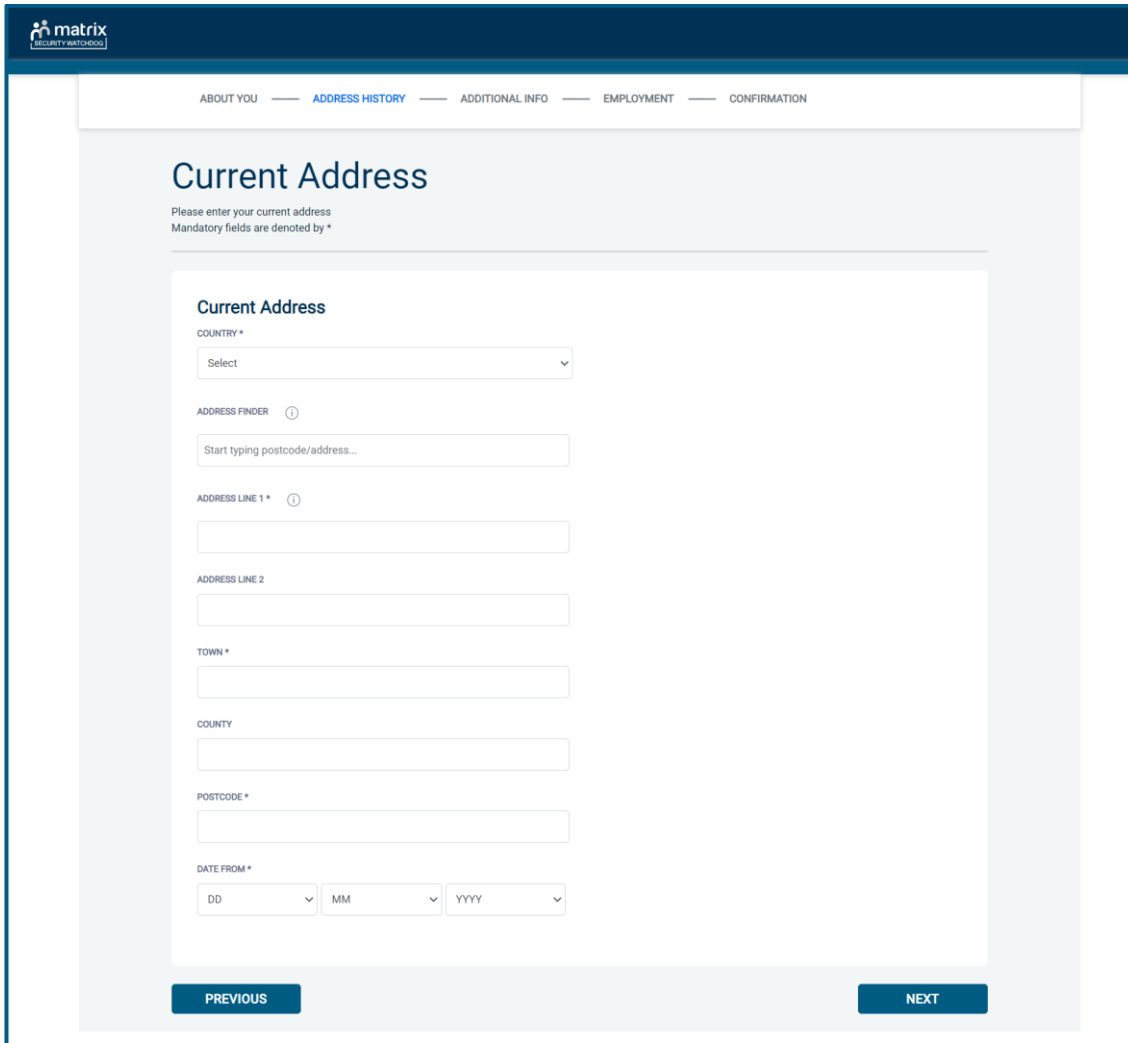


The screenshot shows the 'About You' section of an application form. At the top, there is a navigation bar with the following tabs: ABOUT YOU (selected), ADDRESS HISTORY, ADDITIONAL INFO, EMPLOYMENT, and CONFIRMATION. The main heading is 'About You' with a sub-heading 'The application form is a simple 5 step process, please complete all fields provided. Mandatory fields are denoted by *'. The form is divided into three sections: 1. 'Third Party Details' with a question 'ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE?' and a 'Select' dropdown menu. 2. 'Personal Information' with fields for 'GENDER*' (dropdown), 'FORENAME*' (text input), 'DO YOU HAVE ANY MIDDLE NAMES?' (dropdown), 'SURNAME*' (text input), and 'DATE OF BIRTH*' (DD, MM, YYYY dropdowns). 3. 'Contact Details' with a note 'To speed up the resolution of any queries with your application please provide a telephone number we can use to contact you.', a 'MOBILE NO*' field with a '+44' prefix, a checked 'ALLOW SMS ALERTS' checkbox, a warning box stating 'If you have provided a UK mobile number we may text you about your application. If you do not want to receive texts untick the 'Allow SMS Alert' box.', and an 'EMAIL ADDRESS*' field with an information icon.

Once you have completed this section click ‘Next’.

Section 2 – Address History

Please enter your current address either using the address lookup tool or manually.



The screenshot shows a web form titled "Current Address" within a navigation menu. The menu includes "ABOUT YOU", "ADDRESS HISTORY", "ADDITIONAL INFO", "EMPLOYMENT", and "CONFIRMATION". The form instructions state: "Please enter your current address. Mandatory fields are denoted by *". The form fields are: "COUNTRY *" (dropdown menu), "ADDRESS FINDER" (with an information icon and a text input field "Start typing postcode/address..."), "ADDRESS LINE 1 *" (text input field), "ADDRESS LINE 2" (text input field), "TOWN *" (text input field), "COUNTRY" (text input field), "POSTCODE*" (text input field), and "DATE FROM*" (three dropdown menus for DD, MM, and YYYY). At the bottom of the form are "PREVIOUS" and "NEXT" buttons.

Postcode

Please ensure that a UK address has a full postcode; if you cannot remember your postcode please use the address lookup tool to populate the address by searching using the first line of your address.

Once you have completed this section click 'Next'.

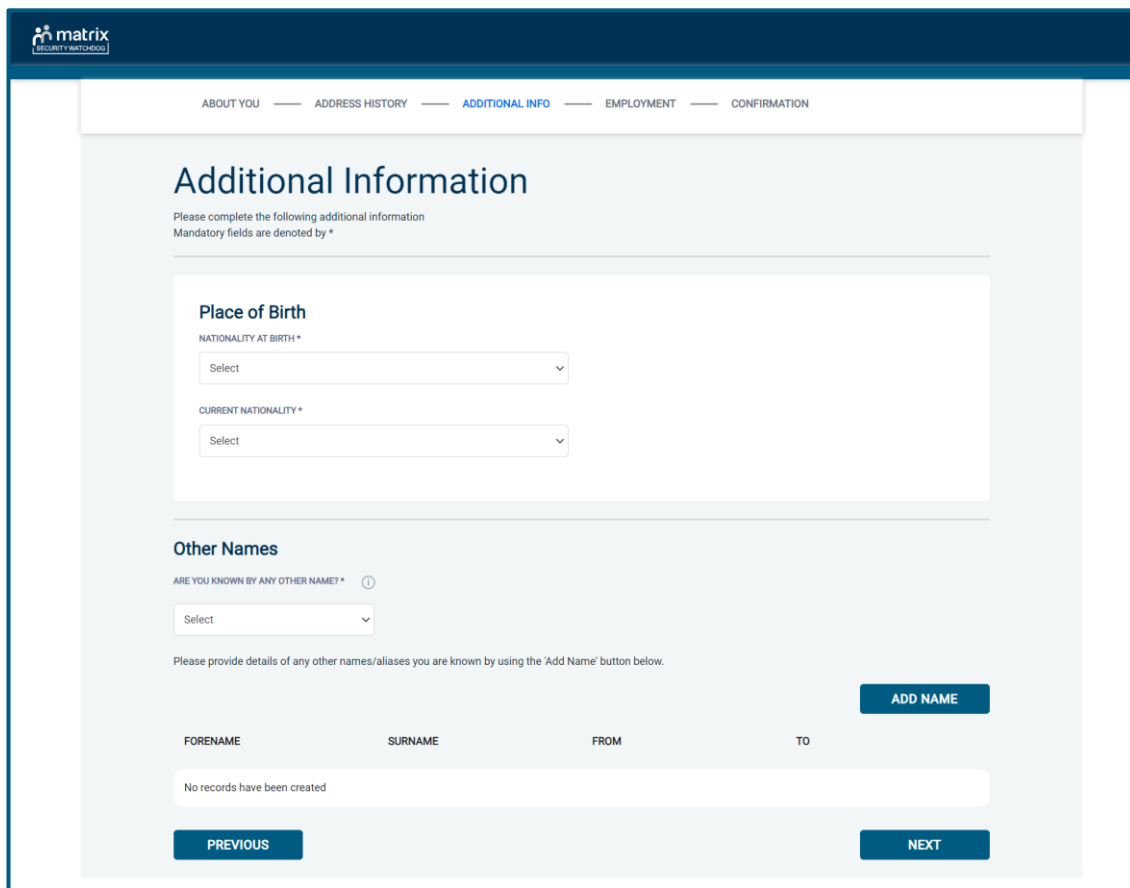
Section 3 – Additional Info

Nationality at Birth & Current Nationality

Please enter your Nationality at birth and Current Nationality, even if they are the same both fields must be completed.

Other Names

Please provide details of any other names you are known by and the dates during which the names were used. Please enter each name (forename, middle name(s) and surname) using the 'Add Name' button below. If you have used any aliases, e.g. William known as Bill, please also supply these details.



The screenshot shows a web form titled 'Additional Information' with a navigation bar at the top containing 'ABOUT YOU', 'ADDRESS HISTORY', 'ADDITIONAL INFO', 'EMPLOYMENT', and 'CONFIRMATION'. The form is divided into two main sections: 'Place of Birth' and 'Other Names'. The 'Place of Birth' section contains two dropdown menus: 'NATIONALITY AT BIRTH *' and 'CURRENT NATIONALITY *', both with 'Select' as the current value. The 'Other Names' section starts with a question 'ARE YOU KNOWN BY ANY OTHER NAME?' followed by a dropdown menu with 'Select'. Below this is a table with columns for 'FORENAME', 'SURNAME', 'FROM', and 'TO'. The table currently contains the text 'No records have been created'. To the right of the table is an 'ADD NAME' button. At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons.

Once you have completed this section click '**Next**'.

Section 4 – Employment Details

Position Applied For

Please insert the correct job role as supplied to you by your current/new employer. No abbreviations are permissible, e.g. Admin Asst should read Administrative Assistant. If you are a volunteer do not enter just volunteer, please enter in which capacity your job role is, e.g. Coach.

Employment Sector

Please select your employment sector from the dropdown list provided, if there is not an exact match for your sector, please select the closest match from the available list.

Job Role Location

Please select the country in which you are/will be carrying out your role from the dropdown list provided.

Employer Name

This has been defaulted to the organisation you are applying through and should not be amended.

Previous Employment Details

If you have had any previous employers prior to the employer in which you are carrying out this check for, please list them in the 'Previous Employment Details' section. Just the name of the previous employer is required.

If you have had more than one previous employer, additional employers can be added using the 'Add Employer' button below.

Please note – any previous employers listed on this application will not be contacted by Security Watchdog or SP Index, this information is purely used as part of the media check process.

matrix SECURITY WATCHDOG

ABOUT YOU — ADDRESS HISTORY — ADDITIONAL INFO — **EMPLOYMENT** — CONFIRMATION

Employment Information

Please complete the following employment details
Mandatory fields are denoted by *

Employment Details

POSITION APPLIED FOR *

NAME OF EMPLOYMENT SECTOR *

JOB ROLE LOCATION

EMPLOYER NAME * ⓘ

Previous Employment Details

DO YOU HAVE ANY PREVIOUS EMPLOYERS? *

Please list your previous employer's name if applicable. If you've had more than one previous employer, please add the names of your previous employers using the 'Add Employer' button below.

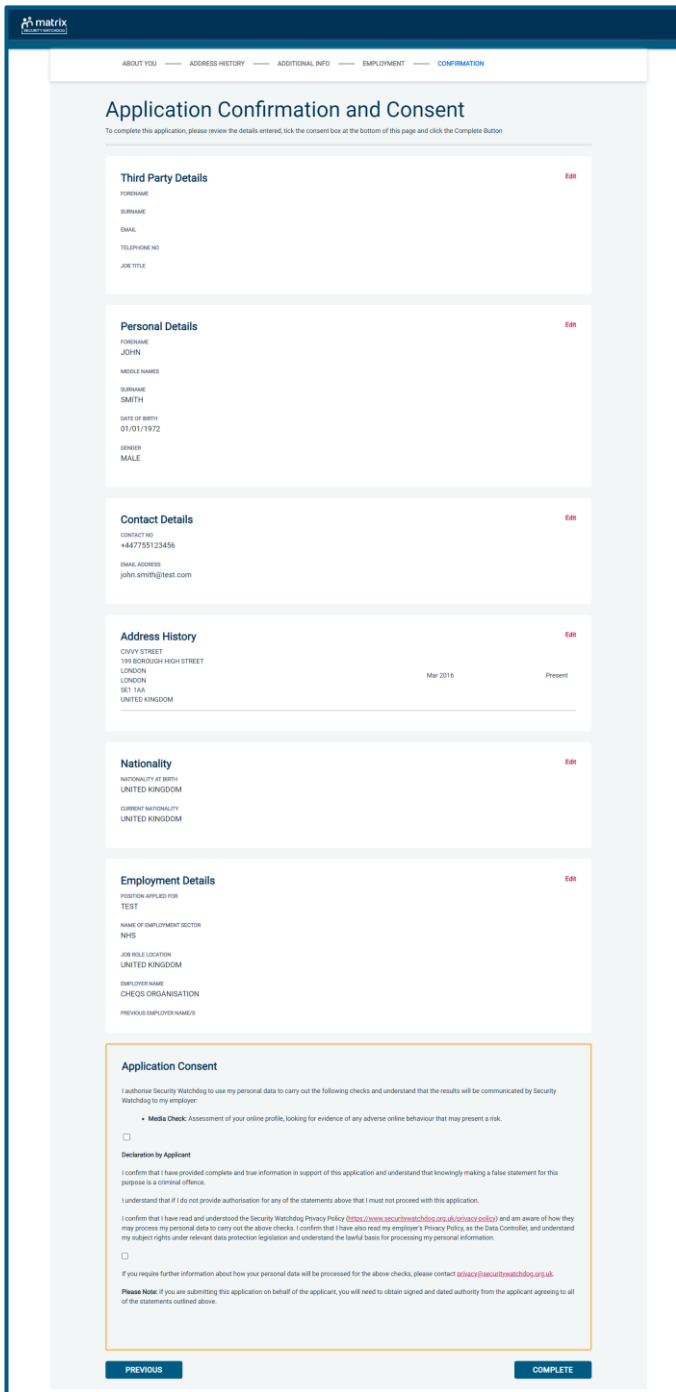
PREVIOUS EMPLOYER NAME ⓘ

Once you have completed this section click '**Next**'.

Section 5 – Confirmation and Consent

Now please read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application, click on **'edit'** next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.



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ABOUT YOU — ADDRESS HISTORY — ADDITIONAL INFO — EMPLOYMENT — CONFIRMATION

Application Confirmation and Consent

To complete this application, please review the details entered, tick the consent box at the bottom of this page and click the Complete Button

Third Party Details Edit

FORENAME
SURNAME
EMAIL
TELEPHONE NO
JOB TITLE

Personal Details Edit

FORENAME
JOHN
MIDDLE NAMES
SURNAME
SMITH
DATE OF BIRTH
01/01/1972
GENDER
MALE

Contact Details Edit

CONTACT NO
+447755123456
EMAIL ADDRESS
john.smith@test.com

Address History Edit

CVVY STREET
100 BONDROUGH HIGH STREET
LONDON
LONDON
SE1 1AA
UNITED KINGDOM
Mar 2016 Present

Nationality Edit

NATIONALITY AT BIRTH
UNITED KINGDOM
CURRENT NATIONALITY
UNITED KINGDOM

Employment Details Edit

POSITION APPLIED FOR
TEST
NAME OF EMPLOYMENT SECTOR
NHS
JOB ROLE LOCATION
UNITED KINGDOM
EMPLOYER NAME
CHEQS ORGANISATION
PREVIOUS EMPLOYER NAME(S)

Application Consent

I authorise Security Watchdog to use my personal data to carry out the following checks and understand that the results will be communicated by Security Watchdog to my employer:

- Media Check:** Assessment of your online profile, looking for evidence of any adverse online behaviour that may present a risk.

Declaration by Applicant

I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence.

I understand that if I do not provide authorisation for any of the statements above that I must not proceed with this application.

I confirm that I have read and understood the Security Watchdog Privacy Policy (<https://www.securitywatchdog.org.uk/privacy-policy/>) and am aware of how they may process my personal data to carry out the above checks. I confirm that I have also read my employer's Privacy Policy, as the Data Controller, and understand my inherent rights under relevant data protection legislation and understand the lawful basis for processing my personal information.

If you require further information about how your personal data will be processed for the above checks, please contact privacy@securitywatchdog.org.uk

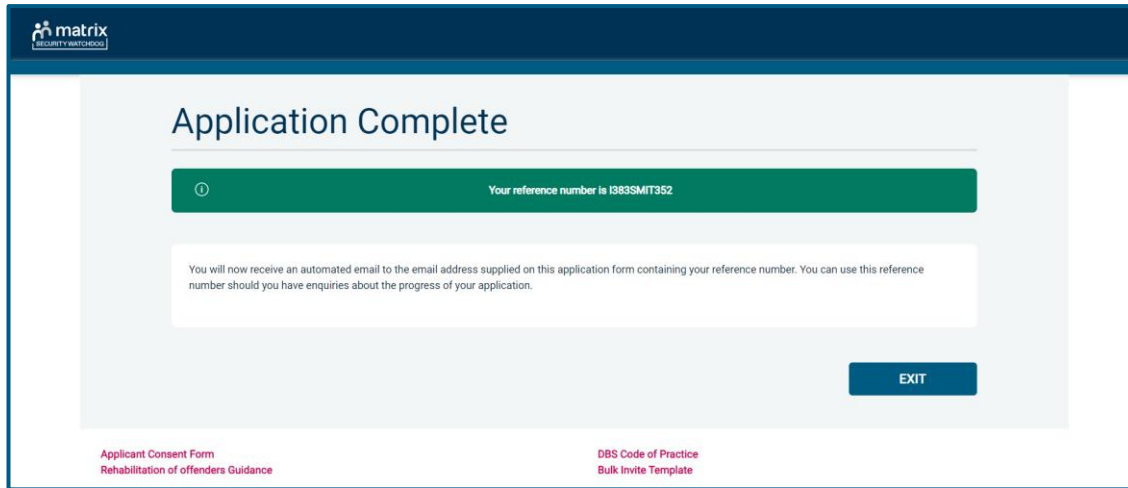
Please Note: If you are submitting this application on behalf of the applicant, you will need to obtain signed and dated authority from the applicant agreeing to all of the statements outlined above.

PREVIOUS COMPLETE

Now click **'Complete'**.

Complete Application

You have now completed your application form and you will be given a submission reference number. **Please make a note of this number for reference purposes.** You will also receive a confirmation email containing these details.



Next step – Media Check processing

Your employer/future employer will now review the submitted application and submit it for processing. Once the media check has been carried out, the report will be available within our system for your employer to review.

CONTACT DETAILS

Please contact your HR Team/Recruiting Manager if you have any queries regarding the Media Check application process. If you experience any technical issues with the online system, please contact the eBulkPlus team on 01420558752. Lines open 9.00am-5.30pm Monday to Friday. Alternatively, you can contact us by e-mail at db.enquiries@capita.co.uk