

OVERVIEW

Garda Vetting is subject to two pieces of legislation;

1. The National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016
2. Data Protection Act 2018/GDPR

This means two things must be in place:

1. Legal requirement given the nature of the job
2. Privacy architecture of the affiliate

Liaison Person, Legal Obligations

- Managing and Protecting data
- Filing Methods
- Security
- Access/IT
- Data Protection Policy
- Privacy Notice
- Data Processing Agreements

Data Controller / Data Processor

- Data Controller = Affiliate Organisation
- Data Processor = NRF
- As a Data Controller you are bound by the GNVB and you are also processors for the GNVB.
- Data Protection Agreement

NRF – IT Storage

- Secure Data Storage – DC Networks / Calligo
- The Data Centre is ISO27001 and PCI DSS rated
- All communications are fully encrypted using SSL
- Backups are done daily, and at shorter intervals and are real time

The Process

- Contact vetting@garda.ie for your reference number
- Complete the NRF Liaison Person Form, once this has been returned a training call will take place
- Three liaisons persons per affiliate organisation are permitted and each individual should complete a Liaison Person Form.

Vetting Invitation (NVB1 Form)

- Please ensure you are using the updated one sent out on 08/09 – NRF Logo
- Must be completed in person (Zoom)
- **Role being vetted for.** It is unlawful to vet a person who is not in direct contact with children and/or vulnerable adults during the course of their work/activities. Refer to Schedule 1/or contact us to complete a job role assessment
- **Current Address** Proof required, 6 months.

Vetting Invitation (NVB1 Form)

- **Confirming identify** of the vetting subject, liaison person's responsibility, refer to 100 point system. If a Zoom call is taking place, all documents must be sent to LP before the call to allow time for inspection.
- Consent and date.

Batch Header

- Transfer all data from the NVB1 form to the Excel Batch Header.
- Role being vetted for must match the role given on the NVB1 form
- ID verified (yes) consent received and verified (yes)
- Date consent received and verified (Must be the date the applicant signed the NVB1 Form)
- Print, sign and date and send to us as a PDF as well as the Excel

What happens next?

- Invoice will be raised and upon receipt of payment a invitation link will be sent to applicant
- Option to add credit on account
- Check junk folder / 30 days before link expires
- NRF review and submit to NVB for processing
- Disclosure will be sent to Liaison Person. Please provide your applicant with a copy of their disclosure

Retention of documents

- NVB1, Vetting Invitation
- Proof of ID, up to 100 points
- Proof of Current Address, dated with last 6 months
- Disclosure

Audits

- Both the GNVB and NRF reserve the right to carry out site inspections to ensure affiliate organisations are adhering to GDPR and the Data Protection Act 2018

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Cost

- €12.50 plus VAT @21% for non members of the NRF
- €10.00 plus VAT @21% for NRF members