

Thirtyone:Eight Fair Use Policy

For avoidance of doubt, the organisation submitting the application is the data controller. Thirtyone:eight process the information provided in conjunction with Security Watchdog as detailed in their [Statement of Fair Processing](#).

All organisations using the eBulk system must agree to:

- Ensure that all personal information relating to applications is held securely, in accordance with the UK Data Protection Legislation (Data Protection Act 2018 and UK GDPR).
- Continue to ensure that all Recruiters who have access to the system follow the instructions contained within Thirtyone:eight guidance.
- Not proceed with any online application for a Standard/Enhanced DBS check until the applicant has completed and returned a confidential declaration form to the Recruiter.
- Ensure that all Recruiter accounts and other details are kept safe and secure.
- Not share Recruiter/User account details with any party not explicitly authorised by Thirtyone:eight.
- Request Thirtyone:eight to withdraw access from any Recruiter acting in a malicious manner or otherwise outside of the DBS Code of Practice or Recruiters no longer authorised to access the System.
- Not divulge Recruiter (user) login details to Thirtyone:eight (except for support purposes) or any third party.
- Ensure that any DBS checks requested or carried out are justified and allowable as per the DBS Code of Practice and other relevant legislation.
- Ensure that results are not kept any longer than necessary to make a suitable decision and in line with their organisational policies.
- Ensure identity verification is done with due diligence and in full compliance with the DBS Code of Practice, DBS guidance or any other applicable guidance or legislation
- Comply with any new or revised guidance from Thirtyone:eight, DBS or other relevant legislation
- Ensure all applicants have awareness of and have read the Thirtyone:eight statement of fair processing available [Here](#).

- Acknowledge that Thirtyone:eight can hold no responsibility and will not support Recruiters (users) accessing the service if any issue of liability arises from use of their organisation's or Recruiter's (users) equipment.
- Ensure that Recruiter's computers have appropriate up to date anti-virus software, anti-malware, and an active firewall.
- Ensure the utmost security of the eBulk system and encourage all Recruiters to use as secure an email address as they can by using strong passwords and two factor authentication and users must not divulge email passwords or log in details to anyone else.
- Ensure all Recruiters have received appropriate training to use the eBulk system.
- Not use the eBulk system in a manner that may harm or impair any other party's use of it
- Not use the eBulk system in an attempt to gain unauthorised access to any service, network, account or data by any means.
- Where a Recruiter chooses to use a shared device, they acknowledge that they are responsible for ensuring all personal data is cleared from the desktop, files and browser windows
- Thirtyone:eight strongly advises against the use of shared email mailboxes for receiving system-related communications. Best practice is that Recruiters use a secure, individual email inbox accessible only to them, to ensure that passwords, One-Time Passcodes (OTPs) and other security-sensitive information cannot be intercepted. Where a Recruiter chooses to use a shared mailbox, they acknowledge that they do so at their own risk.