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Association for Real Change

Supporting providers of services for
people with a learning disability

ARC Disclosure Service

Our members provide:
adult placements
daytime/leisure activities
domiciliary care
holidays
information services
nursing care
peripatetic support
residential care
respite care
school/college education
supported employment
supported living
training for employment
workforce development

ARC (the Association for Real Change) have been advised that we should obtain a written indemnity against any subsequent misuse of information which is contained in a Disclosure document, and which we have passed on in 'good faith' and in accordance with any previously agreed arrangements.

We are therefore requesting all member organisations who use the ARC Disclosure service to sign the pro-forma below.

I as an appropriately authorised representative of

..... (organisation) hereby fully indemnify ARC against any actions howsoever arising as a result of any misuse of Disclosure information which has been passed on to our organisation.

In particular this organisation recognises that the use/misuse of disclosed confidential information (such as, for example, over-hearing telephone conversations, casual oversight of confidential information, opening mail addressed to someone else against our established internal instructions, unauthorised access to stored documents or fraudulently representing a nominated member of staff) is our responsibility and that all the above examples are realistic possibilities in the handling of sensitive data. On behalf of my member organisation I hereby confirm that this organisation has taken all due care to ensure that as far as humanly possible this will not ever happen and that procedures are in place to ensure that our safeguards are maintained.

In the event of unauthorised disclosure of information ever happening after ARC has passed information provided by the National Criminal Records Bureau to us (however this may occur) we acknowledge that our organisation is solely responsible for all of the consequences of such an event.

Signed:

Position in organisation:

Date:



VAT Registration No. 895249767
Registered Charity No. 285575
Scottish Charity No. SC039129
Registered in England Company No. 1658354
Registered Office: Chesterfield