DATA RETENTION

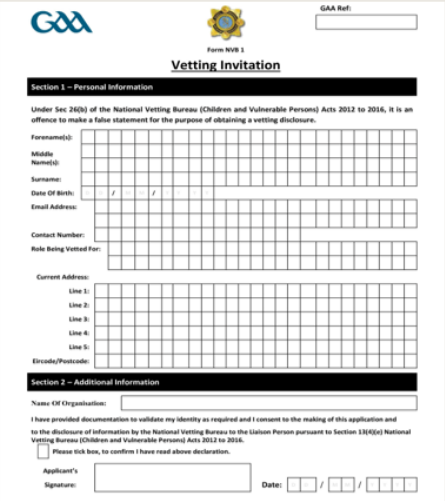
Hardcopy of completed original NVB1 Form – requirement of Garda NVB for inspections

Inspections will take place at National Office Only

Over 6 months old – online copy with suffice with copies of Identity Documents.

Reminder will come from National Childrens Office to County Childrens Officers

Forms	Retain	Purge/Shred
Forms Dated 1st January to 30th June:	Retain until **January of the following year**.	**January**
Forms Dated 1st July to 31st December:	Retain until **July of the following year**.	**July**



GAA Ref:

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle Name(s):

Surname:

Date Of Birth: / /

Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(a) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick box, to confirm I have read above declaration.

Applicant's Signature:

Date: / /

STORAGE & DELETION OF NVB1 FORMS

Storage

Secure Storage:

- All paper forms must be stored in the most secure location possible within the club.

Filing System:

- Locked filing system for paper forms.

Access to Storage:

- The Children's Officer and one other member of the Club Executive (Chairperson or Secretary) must have a key to the locked system.

Transfer of Keys:

- When new officers are appointed, outgoing officers must return the key to the incoming officers to ensure continuity of secure access.

Deletion

Shredding:

- Once retention periods are met, the paper forms must be **shredded**.

Cross-Cut Shredder:

- Due to the sensitive nature of the information, use a **cross-cut shredder** to ensure the forms are securely destroyed.