

## MS1 / MS1A SELF DISCLOSURE

### Part 1

#### REPUTATIONAL or FINANCIAL ROLES

The Legion's principal concern is the safety of its members, beneficiaries, staff and volunteers. We have no appetite for recruiting unsuitable people into roles where they may carry out activity that is harmful to our people or the people we support.

We will use the information on this form to assess any risks associated with you taking up or continuing in this role. We assess each declaration on its merits. We ask for your complete honesty when completing this declaration.

If you fail to disclose an offence and we are later informed of it, you may be subject to sanction, up to and including expulsion from Legion membership. You may also be removed from any additional Volunteer/Membership Roles you may hold.

By signing the declaration on the MS1 / MS1a you understand that it is necessary for you to declare the information requested below and that your Volunteer/Membership Role may involve access to Children, Young People and/or Adults at Risk or may involve access to Legion funds. When you sign the MS1 / MS1a you will sign a declaration to the effect that you confirm the statements below to be true and that you will inform RBL of any changes in the circumstances which would affect the veracity of your declaration.

If you feel that any of the statements below are not true, you should raise this with your MSO for discussion with the Safeguarding Team. It is recommended that you do this prior to formally standing for the role in order that your suitability for the role can be confirmed prior to you being elected / appointed. **If you are unable to positively confirm any of the statements in this declaration this does not automatically mean you will be found unsuitable for the role.**

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| 1. I have never received a conviction or caution for any criminal offence (spent convictions are not required to be declared).   |
| 2. I am not a person known to any Social Services department/statutory agency as being an actual or potential risk to Children or Adults at risk.  |
| 3. I have never been the subject of any sanctions or reprimand from the RBL or any other charity or organisation's governing body in relation to children, adults at risk, financial impropriety or reputational risk. |
| 4. I am not, nor have I ever been, on the sex offender's register.   |
| 5. I have never been disqualified as a director of a limited company and I have never been subject to a bankruptcy order, an Individual Voluntary Arrangement or a debt relief order.                                  |
| 6. I do not have any personal loans/debts that are currently unlawfully in arrears.  |
| 7. I do not have any outstanding CCJs against myself or know of any outstanding CCJs against my address.   |
| 8. I confirm I will comply with the Legion's Safeguarding Policy and Safeguarding Code of Conduct.   |
| 9. I confirm I will comply with the Legion's Health & Safety Policy.   |
| 10. I confirm I will comply with the Legion's Data Protection Policy.  |

## Part 2

### **Consent for us to conduct a DBS check**

All volunteers and members must give consent to TRBL to conduct a Criminal Record check if so required – this includes: DBS/ ACCESS NI/ Disclosure Scotland.

## Part 3

### **How we will use your personal data:**

The information you have provided on this form will be used by The Royal British Legion Group to assess your suitability for the role that you have applied for or are undertaking.

We process the information on this form with your consent. You can withdraw your consent for us to use this information at any time but doing so may affect your ability to take up or continue in the role.

Your information is treated in confidence and is handled with discretion. It is stored securely, whether in paper or electronic form, and is not shared outside of our organisation unless we are legally obliged to do so.

If you are successful in taking up or continuing in this role with us, we will keep this declaration for 6 years. If you are unsuccessful in taking up a role with us, for whatever reason, we will keep this declaration for 1 year. After this time, this declaration will be securely destroyed.

Visit [www.britishlegion.org.uk/privacy](http://www.britishlegion.org.uk/privacy) to find out more about how we use personal data, or contact our data protection officer by emailing: [dataprotection@britishlegion.org.uk](mailto:dataprotection@britishlegion.org.uk)

By completing the declaration on the MS1 or MS1a you give your consent to the Royal British Legion to use the information on this form in the ways set out above.