

5 October 2018

Our Ref: RFI 25120

Dear

**Freedom of Information Act 2000
Information in relation to Disclosure and Barring Service check charges**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 10 September 2018.

A response to each of the questions raised has been provided by the Human Resources and Corporate Affairs Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**Catherine Treanor
Information Governance Assistant**

Questions for trusts/employers in all nations

Q1. For new starters or staff who have had a significant change of role and need a new DBS check, do you (the employer) pay for the DBS check

A1. Yes. Northern Ireland has Access NI regulations in place and all answers have been provided within that context.

Supplementary to question 1

If you answered 'no' do you reimburse staff for this payment

Not applicable.

Q2. Do you, as an employer have a policy on DBS charges for staff?

A2. No, this is not applicable.

Supplementary to question 2

If you answered yes, was the policy consulted on with staff side

Not applicable.