

# AccessNI Newsletter

## Issue 27: Spring 2018

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Welcome to the summer 2018 edition of the AccessNI Newsletter. We would be very grateful if you could take a few minutes to read this.

It's been a busy year in AccessNI. The team have processed over 140,000 applications in 2017/18, up nearly 8% on the previous year with over 98% of applications being received on-line. Almost 2,300 certificates had information filtered from them, 1,600 applicants were referred for criminal record checks in 9 EU Member States and the Independent Reviewer examined over 500 certificates. The good news is that we are now meeting our targets for the issue of all types of checks.

We are looking forward to working with all our registered organisations in 2018/19 and making further improvements to the process.

Please don't hesitate to contact us by telephone or e-mail if you have any queries.

**Tom Clarke**  
General Manager

### AccessNI Privacy Notice – GDPR

AccessNI has now published its Privacy Notice in line with the new General Data Protection Regulations. You can find this at:

<https://www.justice-ni.gov.uk/publications/accessni-privacy-notice>

This notice contains information not only about how we use and process the personal information provided by applicants but also in relation to how AccessNI processes and stores the personal information of Lead and Countersignatories.

Further information will be provided by the end of the month to registered organisations in relation to the implementation of GDPR, including how applicants will be advised about the notice.

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### EU Project

Registered Bodies will be aware that if an applicant;

- Has nationality from one of 9 EU Member States;
- Is seeking to work with children; and
- Requires a Barred List check as part of an Enhanced Disclosure,

that AccessNI will pass details of that applicant to the Member State to determine if they have any relevant criminal conviction information in that State.

Recently, due to IT issues with the UK Central Authority for the exchange of criminal record information which handle requests on behalf of AccessNI, there have been significant delays in obtaining confirmation from the EU Member States about applicants. In some cases, due to the length of the delay, AccessNI has issued the certificate without the EU check being completed and advised relevant RBs that they will be

informed of any change to the certificate once the confirmation has been received. Most of these have now been resolved as have the UK Central Authority's IT system issues, and normal service is being gradually achieved. However, we are aware that some cases do remain outstanding from February and March. We will endeavour to work with the UK Central Authority to clear these as quickly as possible.

As a direct result of this, AccessNI has now decided that where an applicant has had such a check as a result of an application and makes a further application within a 12 month period, a referral will not be made to the EU Member State in question. This is because it is extremely unlikely that the individual has returned to the country of their nationality and committed relevant offences within that time and returned to the UK. AccessNI believes this change poses no risk to safeguarding.

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## EU project – Spanish, Portuguese and French nationals

AccessNI is regularly contacting Countersignatories in respect of additional information which is required in respect of Spanish, Portuguese and French nationals. Please note the following:-

- Spanish nationals - their name should comprise of two family names.
- Portuguese nationals - their full name should comprise of two forenames and two family names.
- French nationals - if their place of birth is Paris, Lyon or Marseille then a district code is also required and should be added to the town of birth field on the application. The district is displayed on a passport or identity document in the following format "Paris 1er", "Lyon 2eme" – this reads as either "Paris 1st", "Lyon 2nd". It is only the number that requires to be recorded on the application.

In addition, the parent's forename and surname are also required for French nationals. We recommend that the application is processed as normal, but that this information, using the case

reference number and name of applicant is separately emailed to AccessNI ([ani@accessni.gov.uk](mailto:ani@accessni.gov.uk)).

Providing this information will prevent any unnecessary delay with the issue of the Enhanced Disclosure certificate.

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## Digital Certificates / NIDA log-in

In Newsletter 26, AccessNI made reference to the introduction of digital certificates where no information was found on that certificate. We also advised separately that all Lead and Countersignatories would have to create new log-ins for their NIDirect accounts.

By way of update, good progress is being made in developing our IT system to deliver these changes and further detailed information will be provided to all signatories in late June, together with a proposed implementation date for the changes.

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## Umbrella Body organisations - eligibility

Organisations registered and listed as an Umbrella Body with AccessNI should always clarify with client organisations how a "position applied for" is eligible for an Enhanced Disclosure certificate.

It is not sufficient for the client organisation to state that an Enhanced Disclosure check is required. They must confirm to the Umbrella Body how the position is eligible under AccessNI Regulations.

As it is the countersignatory in the Umbrella Body who is responsible for approving the application form they should scrutinize applications and challenge the client organisation, where any doubt exists.

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## Finance

All organisations are reminded that AccessNI payment terms state that invoices should be paid within 30 calendar days. Failure to pay invoices in a timely manner could be construed as a breach of the AccessNI Code of Practice.

If any organisations would like to switch from hard copy invoices to electronic copy, the Lead Signatory should advise [accessni-finance@accessni.gov.uk](mailto:accessni-finance@accessni.gov.uk) with details of the relevant contact email address.

## Did you know?

The case tracking facility on the AccessNI system provides confirmation of all certificates issued with no information disclosed. If 'Certificate Issued (N)' is displayed on status within the Case Tracking screen, then no criminal history has been disclosed on the certificate. The (N) stands for No Trace.

If there is **no** 'N' then information has been disclosed and you will need to request sight of the certificate.

## New ID checking guidelines

The new identity checking procedures came into force on 1<sup>st</sup> May 2018. The following link provides details of all information previously issued in relation to the new process that all RB's should be following.

<https://www.justice-ni.gov.uk/publications/accessni-circular-1-2018-identity-checking>



## Training

The next RB training event is scheduled for 19th June, at Dundonald Ice-Bowl. You can find details of all training events at the following link on our website:

<https://www.nidirect.gov.uk/articles/accessni-training-registered-bodies>

Further dates will be added to the list in due course. The next training events to be listed will be for September 2018 onwards.

If, as a Registered Body working in a particular sector (health, education, faith, etc), you think there would be demand for a sector specific AccessNI training event, and you would be content to host such an event for 20+ Signatories, please do contact our office to discuss provision of a 'catered' training session.

## AccessNI monthly performance reports

AccessNI has specific time targets for the issue of certificates after receipt of information. To show how we are performing against these targets and to set out some of the other activities we take forward including, filtering, referrals to police, referrals to EU Member States and the number of certificates issued with information, AccessNI publishes a monthly performance report.

You can find this report at:

<https://www.justice-ni.gov.uk/articles/accessni-performance-reports>