**Hockey Ireland: Garda Vetting Batch Header**

This form must be completed by the organisation seeking Garda Vetting (club/branch/organisation). It must be filled in by the person who is overseeing the Garda Vetting process on behalf of the organisation (Designated Liaison Person or another nominated person). Note that this person will be the contact point between the HI Authorised Signatory and the organisation. **Please note we are only vetting members with a paid-up membership of Hockey Ireland**

This form is in two parts:Confidentiality statement

* Batch form

Please ensure that both sections are filled in by the same person. Otherwise this form and all vetting forms will be returned.

**Confidentiality Statement:**

Garda Vetting Forms include sensitive personal data and should at all times be handled confidentially. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of organisation) recognise that:

* I am authorised on behalf of the organisation to oversee Garda Vetting on its behalf.
* I can confirm that the identity of each Vetting Subject has been checked and can verify that the details of the Garda Vetting form correspond to the Vetting Subject.
* I am responsible for maintaining the confidentiality of information received from both the Vetting Subject and the HI.
* All information will be treated in a careful and sensitive manner and will be kept safely and securely.
* Information will be retained for no longer than is necessary.
* The Data Protection Act prevents the use of ‘sensitive personal information’ for purposes other than the purpose for which the data was collated for. Information may only be used for the purpose for which it is provided to a club/branch/organisation in accordance with the consent of the Vetting Subject. Information cannot be further processed or disclosed to other parties (internally or externally).
* I understand and recognise that a breach of confidentiality is a serious manner.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Organisation:** | | |  | | | |  |  |
| **Position:** | | |  | | | |  |  |
| **Contact Email:** | | |  | | | |  |  |
| **Contact Address:** | | |  | | | |  |  |
| **Contact Telephone:** | | |  | | | |  |  |
|  |  | |  |  |  | |  |  |  | |  |
|  | ***To be filled in by club/branch/organisation*** | | | | | |  |  | ***Circle as necessary*** | | |
|  | **First Name** | **Surname** | | | | **DOB** | **Telephone No.** | **Membership No.** | **Identity verified** | **Form checked** | |
| 1 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 2 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 3 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 4 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 5 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 6 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 7 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 8 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 9 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 10 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 11 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 12 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 13 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 14 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 15 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 16 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 17 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 18 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 19 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 20 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 21 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 22 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 23 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 24 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 25 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 26 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 27 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 28 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 29 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 30 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 31 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 32 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 33 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 34 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 35 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 36 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 37 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 38 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 39 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 40 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 41 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 42 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 43 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 44 |  |  | | | |  |  |  | Yes / No | Yes / No | |
| 45 |  |  | | | |  |  |  | Yes / No | Yes / No | |

*Insert more rows if necessary*

***Keep a record of this form so that your organisation has a list of individuals who have submitted Garda Vetting Applications.***