



# Why choose Atlantic Data for your Disclosures?

**Atlantic Data Ltd specialises in web-based software solutions, assisting our clients with streamlining of essential HR and recruitment processes and improving efficiency.**

Through a mix of innovative technology and operational excellence, Atlantic Data has become one of the largest providers of criminal record checking services in the UK.

Our pioneering services under the Disclosures brand include Disclosures DBS, Disclosures Manager and Disclosures NHS systems. Whether you're a Registered Body looking for the services of an experienced, DBS approved e-Broker, or you're looking for an Umbrella Body service to outsource key aspects of your criminal recording checking processes, we've got a service that's sure to be right for your business.

Atlantic Data's three main solutions have a proven track record, with over 15,000 organisations using the services, processing approximately 600,000 criminal record checks online each year. You can be confident that the Disclosures systems are market leaders.

We're not a large faceless organisation. We listen and work with our clients to continually improve and innovate the services we offer. You'll benefit from this experience and have the peace of mind that we're likely to have worked with clients who have recruitment processes that are similar to yours, so we'll have a solution that will be fit for purpose.

## Why choose Disclosures DBS?

Disclosures DBS is an off-the-shelf system enabling smaller employers to apply for the full range of basic, standard and enhanced disclosure checks via the DBS or Disclosure Scotland. It is a pay-as-you-go system with flexible payments to suit most small to medium sized organisations. Account registration is a quick and easy online process. The system provides a variety of features and functions to help enhance your DBS administration process.

Key features of the Disclosures DBS system include:

- ✓ Full range of criminal record checks - standard, enhanced, enhanced without barring and basic DBS checks.
- ✓ Checks via Disclosures Scotland and AccessNI.
- ✓ Security - robust IT security to ISO 27001 standards, with assured GDPR compliance.
- ✓ Remote access for applicants – applicants can complete their application and provide consent remotely.
- ✓ Online results – result notifications are uploaded at intervals throughout the day meaning that you're aware of the outcome of the DBS' checks at the earliest possible opportunity.
- ✓ A range of additional checks – we know that criminal record checks are just one important part of your recruitment decisions, we can also offer additional screening checks including.
- ✓ DBS Adult First checks and DBS Children's Barred list checks.

## Disclosures DBS pricing:

Level of disclosure	Government fee VAT exempt	ADL fee per unit excluding VAT
Enhanced disclosure	£38.00	£6.80
Standard disclosure	£18.00	£6.80
Basic disclosure – DBS	£18.00	£6.80
Basic disclosure - Scotland	£25.00	£6.80

## Why choose Disclosures Manager?

Disclosures Manager is more configurable than Disclosures DBS as it's subdivided into core and optional modules. You'll be able to select from dozens of modules to design a system that specifically meets your requirements.

If we haven't already got a process or feature that exactly meets your requirements, our in-house developers are even able to customise or build modules specifically for you.

Key features of the Disclosures Manager system include:

- ✓ Secure DBS and Ministry of Justice approved e-Bulk website – each client has their own secure online system with access available for multiple users, using a range of operating systems.
- ✓ Role based access – you'll have a variety of areas within your business who need to process DBS applications and a range of people involved in the recruitment process. Your Disclosures Manager system will be designed to support a range of access levels and requirements.
- ✓ A choice of application processes – you can select an application process (or processes) to match your current recruitment process.
- ✓ A range of ID verification processes – a face-to-face ID verification can be completed by your own recruiting managers/staff, or a virtual ID review of documents and a video appointment with one of Atlantic Data's ID checking team, or outsourced to the Post Office, or even a more tailored service. The ID verification can be conducted at numerous opportunities in the recruitment cycle.
- ✓ Remote access for applicants – applicants can complete their application and provide consent remotely. They'll even have their own dashboard so they can track the progress of their application once it's been despatched to the DBS.
- ✓ Dynamic application forms – using our experience and expertise, our online application forms have been developed to include fully comprehensive validation rules to ensure applications are completed right first time.
- ✓ Online results – result notifications are uploaded at intervals throughout the day meaning that you're aware of the outcome of the DBS' checks at the earliest possible opportunity.
- ✓ A suite of reports & live updates – all applications are tracked and monitored online and their status is automatically updated in your suite of reports.
- ✓ Incomplete applications management – sometimes applicants and ID checkers don't complete their application in a timely manner; when this happens we'll automatically send notifications to remind them to progress the application.
- ✓ Messages and query management – a secure service allowing us and you to communicate quickly and easily as required.
- ✓ A range of additional checks – we know that criminal record checks are just one important part of your recruitment decisions, we can also offer additional screening checks including

DBS Adult First checks, DBS Children's Barred list checks, Adverse Financial checks, DVLA checks, Qualification checks and many more.

- ✓ Integrated services – Disclosures Manager has an API, which means it can be integrated with your internal systems. We're experienced in integrating with a range of third party systems and using a variety of advance methods.

Disclosures DBS pricing:

Level of disclosure	Government fee VAT exempt	ADL fee per unit excluding VAT
Enhanced disclosure	£38.00	£3.00 - £7.50
Standard disclosure	£18.00	£3.00 - £7.50
Basic disclosure – DBS	£18.00	£3.00 - £7.50
Basic disclosure - Scotland	£25.00	£3.00 - £7.50

\* Price depends on application volumes, payment arrangements and system configuration.

## Why choose Disclosures NHS?

Our Disclosures NHS system has been developed specifically to assist NHS trusts with their recruitment. The system has been designed to support trusts managing DBS checks for permanent staff, bank staff and volunteers, providing them with a fast and efficient online DBS process to enable the organisations to apply for all levels of disclosures.

Key features of the Disclosures NHS system include:

- ✓ Full range of criminal record checks - standard, enhanced, enhanced without barring and basic DBS checks.
- ✓ Security - robust IT security to ISO 27001 standards, with assured GDPR compliance.
- ✓ Remote access for applicants – applicants can complete their application and provide consent remotely.
- ✓ Online results – result notifications are uploaded at intervals throughout the day meaning that you're aware of the outcome of the DBS' checks at the earliest possible opportunity.
- ✓ A range of additional checks – we can also offer additional screening checks including DBS Adult First checks and DBS Children's Barred list checks.

Disclosures DBS pricing:

Level of disclosure	Government fee VAT exempt	ADL fee per unit excluding VAT
Enhanced disclosure	£38.00	£3.70
Standard disclosure	£18.00	£3.70
Basic disclosure – DBS	£18.00	£3.70
Basic disclosure - Scotland	£25.00	£3.70

## What else can you expect?

We know that investing in a new service or system is a major business decision, but we're confident that investing in Disclosures will prove to be the right decision. As well as investing in a market leading system, we're committed to backing this up with a market leading service.

We're passionate about what we do. We have invested in resources and expertise to deliver a dedicated, committed and complete service package.

What's included when you partner with us:

- ✓ Hosting of your system is onsite in our offices in Milton Keynes.
- ✓ It's developed and maintained by our experienced, in-house development and IT team.
- ✓ You'll have a dedicated account manager who's supported by a wider team of experienced legal, compliance, project management and learning & development experts.

## What happens next?

Whether you need the system to be up and running within days, or whether you'd prefer to discuss some configuration options which would make the system work uniquely for your organisation, we'd love to talk to you.

Please get in touch either by phone on **03333 207 307** or alternatively you can send your enquiry to [enquiries@atlanticdata.co.uk](mailto:enquiries@atlanticdata.co.uk), and we will be happy to answer your questions and arrange a demonstration of our systems.