



Isle of Man
Government

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Isle of Man Vetting Bureau

Information and Guidance

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Section 1:

Introduction

The Criminal Records Bureau (CRB) is an Executive Agency of the UK Home Office established under Part V of the Police Act 1997 and was first launched in March 2002. The CRB helps employers to make safer recruitment decisions, particularly when assessing the suitability of candidates who will work with children and/or vulnerable adults.

Due to legislative constraints, it has not previously been possible for organisations within the Isle of Man to use the services provided by CRB. Due to the extension of Part V of the Police Act 1997, this is now possible.

Failure to have formalised arrangements with the CRB would have resulted in the Island not having access to the UK Independent Safeguarding Authority barred information which is only available through a CRB issued enhanced Criminal Record Certificate. This move also means that procedures for obtaining Criminal record checks is now unified and that the same standards apply throughout England and Wales, Northern Ireland, Scotland and the Crown Dependency jurisdictions.

As a result, the Isle of Man Vetting Bureau has now been established in order that Isle of Man organisations can access CRB.

Section 2:

The Criminal Records Bureau

The CRB acts as a single point of contact for any organisation to gain access to criminal records for employment purposes. It delivers the service through strategic partnerships with the Police, Capita (a private sector partner that operates an administration infrastructure and call centre) and Registered Bodies such as the Isle of Man Vetting Bureau.

Rehabilitation of Offenders Act (ROA) 1974 (UK Act)

The Rehabilitation of Offenders Act 1974 was introduced in the UK to ensure that offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for employment. The equivalent law in the Isle of Man is the Rehabilitation of Offenders Act 2001.

The Act provides that people are no longer legally required to disclose to organisations convictions that have become 'spent'. However, in order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempted from this law by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The Isle of Man equivalent is the Rehabilitation of Offenders Act (Exceptions) Order 2001.

In cases where an organisation is entitled under this legislation to ask applicants for details of spent and unspent convictions, the two types of CRB check available are:

- Standard Disclosure.
- Enhanced Disclosure.

Standard Disclosure

Standard disclosure is available to anyone working with children and / or vulnerable adults together with certain other occupations and professions as specified in the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (UK legislation) and the Rehabilitation of Offenders (Exceptions) Order 2001. Standard Disclosures show spent and unspent convictions, cautions, reprimands and warnings as held on the Police National Computer.

Enhanced Disclosure

This is the highest level of criminal record check. It should only be applied for when an individual is expected to:

'engage in regulated activity of a specified nature or in a specified place, frequently, intensively or overnight, or is engaged in a specified role'.

In addition to the information contained in a standard disclosure, an Enhanced Disclosure will also contain any information which the relevant police force deems relevant and proportionate to the position applied for.

The information contained in a criminal record check is highly confidential and the CRB has to be certain that the recruiting organisation requesting a criminal records check on a prospective or existing employee is:

1. entitled under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act (Exceptions) Order 2001 to make a request and;
2. suitable to store and handle such personal information for the purposes of either making a recruitment decision or updating staff record and is also able to meet its obligations under:
 - (i) Part V of the Police Act 1997 & associated regulations
 - (ii) Data Protection Act 2002
 - (iii) Human Rights Act 2001
 - (iv) Any other relevant legislation, and
 - (v) CRB Code of Practice relating to the safe handling, use, storage, retention and disposal of disclosure information.

In order to use the Isle of Man Vetting Bureau, an employing organisation must be registered in order that CRB can be satisfied that the organisation meets the two conditions set out above. Therefore, an employing organisation must enter into a contract with the Isle of Man Vetting Bureau to act fully in accordance with the CRB Code of Practice.

Section 3:

Isle of Man Vetting Bureau

It is recognised that many employers within the Isle of Man will not be able to register directly with the CRB. The Isle of Man Vetting Bureau has been set up by Isle of Man Government as the Registered Body and will act as the link between CRB and local organisations wishing to request criminal records checks at either a standard or enhanced level.

The Isle of Man Vetting Bureau is contractually obliged to ensure that all Isle of Man Vetting Bureau users are:

1. entitled under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act (Exceptions) Order 2001 to make a request and;
2. suitable to store and handle such personal information for the purposes of either making a recruitment decision or updating staff record and is also able to meet its obligations under:
 - (i) Part V of the Police Act 1997 & associated regulations
 - (ii) Data Protection Act 2002
 - (iii) Human Rights Act 2001
 - (iv) Any other relevant legislation, and
 - (v) CRB Code of Practice relating to the safe handling, use, storage, retention and disposal of disclosure information.

In order to use the services of the Isle of Man Vetting Bureau, an organisation must first be formally registered. This is to ensure that organisations can meet the criteria set out above. Organisations are required to demonstrate that they have suitable infrastructure in place to enable them to comply with the CRB Code of Practice. As part of this requirement, each organisation will have to notify the Isle of Man Vetting Bureau of the individual(s) who are responsible for checking the identity of disclosure applicants and those who will receive completed criminal records checks. These people are known as Identity Checkers and Disclosure Recipients respectively and will be required to attend a training session delivered by the Isle of Man Vetting Bureau.

Summary

Isle of Man Vetting Bureau's role as a CRB Registered Body is as follows:

1. To determine an organisation's ability to comply with the CRB Code of Practice.
2. Upon being satisfied that the organisation is entitled to request criminal records checks, to register the organisation with the Isle of Man Vetting Bureau.
3. To determine who, within the registered organisation, is to be the Disclosure Recipient(s) and, if appropriate, the Identity Checker(s).
4. To receive applications for criminal records checks and to countersign them.
5. To pass the applications to the CRB.
6. To receive completed criminal records checks back from the CRB and to pass them onto the organisation's designated Disclosure Recipient.

Section 4:

Becoming a Registered Organisation

In order for the Isle of Man Vetting Bureau to act as a countersignatory on your behalf, we need to be satisfied that your organisation is entitled to know about a person's criminal record history and can handle any criminal record information according to legislative requirements.

4.1 Signing and returning the Registration Agreement

4.1.1 Please read the Isle of Man Vetting Bureau Agreement.

4.1.2 Have someone of an appropriate level within your organisation sign a copy of the Registration Agreement and ensure that the following areas are completed:

- Enter the name of your organisation on page 1 of the Agreement in the space provided.
- Complete page 3 of the agreement. Enter your organisation name and address and select your company status as public sector, private sector or charitable organisation. If 'other' is selected please specify the nature of your organisation.
- Complete page 16 of the Agreement to accept the terms and conditions of service and to confirm compliance with the schedules it contains.

4.1.3 Return the Agreement to the Isle of Man Vetting Bureau together with copies of your organisation's policies relating to:

- The Recruitment of people with a criminal record.
- The Review, Retention and Disposal of sensitive information. (Model policies are available on request or Schedules 2 and 3 of the Registration Agreement could be adapted for this purpose).

4.1.4 The Isle of Man Vetting Bureau will consider your application and may contact you in order to check certain points of the Registration Agreement with you.

4.1.5 Where the Isle of Man Vetting Bureau is satisfied that the terms outlined in the Registration Agreement will be met, the Isle of Man Vetting Bureau will sign the Registration Agreement and will return it to the person whose signature appears on the Registration Agreement along with a unique Isle of Man Vetting Bureau registration number. Please keep this sheet with your Registration Agreement and keep the document safe as it is the contract you have entered into with the Isle of Man Vetting Bureau.

4.1.6 The Isle of Man Vetting Bureau will supply a resource pack of all relevant forms relating to the registration of Identity Checkers and Disclosure Recipients within your organisation.

4.2 Assignment of roles and responsibilities within your organisation

4.2.1 Sections 5 & 6 of this guidance describe the role and responsibilities of Identity Checkers and Disclosure Recipients.

4.2.2 The Registered Organisation should identify staff members directly involved in the recruitment of employees or volunteers that the organisation wishes to register with the Isle of Man Vetting Bureau as Identity Checkers.

4.2.3 The Registered Organisation should identify staff members directly involved in the recruitment of employees or volunteers that the organisation wishes to register with the Isle of Man Vetting Bureau as Disclosure Recipients.

4.2.4 Complete Section 1 (only) of the Identity Checker / Disclosure Recipient Registration Form contained in the photocopy resource pack (the form will be signed when the individual attends training).

4.2.5 Submit the form to the Isle of Man Vetting Bureau and arrange for the nominated individual to attend a training session.

4.2.6 The Isle of Man Vetting Bureau will deliver training to all staff nominated to undertake the roles of Identity Checker and Disclosure Recipient. Until this training has been completed, the individual will not be able to be involved in the Disclosure Application process.

4.2.7 In smaller organisations, the Identity Checker role and Disclosure Recipient role may be undertaken by the same individual. Where this is the case, please ensure that both roles are selected on the Identity Checker / Disclosure Recipient Registration Form. Where both roles are selected, please ensure that the individual signs both declarations.

The Isle of Man Vetting Bureau will train Disclosure Recipients and Identity Checkers prior to their registration. Once training is complete, the Isle of Man Vetting Bureau will confirm registration of the organisation's Disclosure Recipients and Identity Checkers. They can then begin to submit and receive CRB applications and certificates. The organisation is under an obligation to update the Isle of Man Vetting Bureau of any changes in personnel registered with the Isle of Man Vetting Bureau as Disclosure Recipients or Identity Checkers.

Section 5:

Identity Checker Guidance

Each organisation must nominate an appropriate person within the recruitment process to undertake the role of Identity Checker. This section of the guidance provides advice on the role of the Identity Checker.

All Identity Checkers should also familiarise themselves with the applicable sections of the CRB Code of Practice and the sample Isle of Man Vetting Bureau Registration Agreement copies of which can be obtained from the Isle of Man Vetting Bureau.

Please note appendices are current as at the date of publication. Up to date copies of both documents can be obtained from www.crb.homeoffice.gov.uk or the Isle of Man Vetting Bureau respectively.

The Isle of Man Vetting Bureau is acting as a counter-signatory on your behalf. Once we have signed the declaration on the disclosure application form, we are confirming that evidence of identity has been seen and checked and that the information given on the form is accurate.

As an Identity Checker you must:

- Check the application for compliance;
- Validate the identity of the applicant;
- Complete Section X and W of the CRB Disclosure Application Form and the two smaller boxes marked 'registered body use only' in Sections A and B;
- Complete the Isle of Man Vetting Bureau Declaration Form;
- Submit the completed CRB application form, the Isle of Man Vetting Bureau Declaration and payment (if applicable) to the Isle of Man Vetting Bureau.

Before you can undertake these duties you will require an understanding of the documents required to confirm identity and the combination of documents deemed acceptable by CRB.

This section of your Guidance Manual provides a full explanation of the identity checking process. To understand how this fits into the entire application process please refer to Section 7.

CRB Application Form Compliance

Current guidelines on how to complete the application form can be found at www.crb.homeoffice.gov.uk or through contacting the Isle of Man Vetting Bureau. Any forms which are not correctly completed will be returned to the Registered Organisation.

Valid Identity Documents

The following website link contains a table illustrating the identity documents accepted by CRB. <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/id-checking-guide>.

At least one document must confirm the applicant's date of birth and at least one document must confirm their current address.

Tips for identity validation

- Check and validate the information provided by the applicant on the application form.
- Establish the true identity of the applicant through the examination of their identity documents. The acceptable forms of identification are shown on the previous page.
- Ensure that the applicant has provided details of all the names by which they have been known in their lifetime. If an applicant was adopted before the age of 10, they do not need to supply their name at birth but should provide their adoptive name. If the applicant has changed their name by deed poll, please ensure a copy of this documentation is included with the application. If there is insufficient room on the application form, a continuation sheet must be used. Template sheets are provided in the photocopy resources that accompany the Guidance Manual.
- Ensure that the applicant has provided all of the addresses where they have lived within the past 5 years. Cross match the applicant's address history, where possible, with any other information you may have been provided with as part of the recruitment process, for example the employment history supplied on a CV. If the applicant's CV shows that they have worked in Liverpool for the last 5 years but they have only declared addresses in London, you may wish to question the applicant further.
- As Countersignatory, the Isle of Man Vetting Bureau will check the form details for continuity of address history. If there is a gap, we will return the form to you. If there is insufficient room on the application form, a continuation sheet must be used. Template sheets are provided in the photocopy resources that accompany this guidance.
- If continuation sheets have been used, please do not staple the sheets to the form.
- Ensure that the application form is correctly and accurately completed and that Section E has been signed.

Please note that:

- You must not accept photocopies. You must only accept valid, current and original documents.
- You must not accept documents printed from the internet (e.g. internet bank statements).
- Identity information (name, date of birth and address) as provided by the applicant in sections A-C must be cross matched to the identity documents presented.
- You should, wherever possible, ask to see photographic identity.
- All documents must be in the applicant's current name as recorded in Section A unless documentation is presented to confirm a recent change of name.
- At least one document must confirm the applicant's date of birth and one must confirm their current address.
- You cannot accept the foreign equivalent of an identity document if that document is listed as (UK/CI/IoM) on the list of valid identity documents.
- If an identity document is presented in a foreign language, you must obtain a translation of that document certified by a Notary Public.

Indicators of Fraud**Passport:**

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged as this can often be used to conceal tampering. Photographs should be examined carefully for signs of damage to the laminate. The use of excessive glue or slits in the laminate may indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should be an embossed strip embedded into the laminate which will catch a portion of the photograph. Check there is no damage to this area. If the passport is from a foreign national, you can still follow the general principles outlined above.

EU Identity Card / HM Forces ID Card / Photo Driving Licence:

Examine the card for evidence of photo tampering or any amendment to the printed details. In the case of a driving licence, this should be presented with the paper counterpart. Old style, local paper licences without a photo ID card are not acceptable.

Other Forms of identification:

Ensure all letters and statements are recent, within a three month or twelve month period as applicable. Check any letterhead paper that is used, bank headers are correct and that all documentation looks professional. The applicant's address should be cross referenced with that recorded in Section A.

Birth Certificates:

Birth certificates are not wholly reliable as a means of checking identity as copies are easily obtained. Certificates issued at the time of birth are more reliable than recently issued duplicates. Check the quality of the paper, any signs of smoothness on the surface would indicate that the original text may have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

Details of the identity documents supplied must be supplied on the declaration form. If you have any concerns or wish to receive further information on these, or other forms of identity, please contact the Isle of Man Vetting Bureau.

Completing the Verification Boxes and Sections W & X of the CRB Disclosure Forms

Once you are satisfied with the identity of the applicant and that the form has been completed correctly, as the Identity Checker you must complete Sections W and X of the CRB Application Form and the two smaller verification boxes marked 'registered body use only' in Sections A and B. Please use black ink and block capitals. Do not use staples, stickers or correction fluid.

Section A – Verification Box

As an Identity Checker you should always see identity documents that confirm the details supplied in fields a1 to a3 (applicant's title and names) and field a14 (applicant's date of birth)

Section B – Verification Box

As an Identity Checker you should always see identity documents that confirm the current address details supplied in fields b32 – b37. Please place a cross to confirm this in the verification box.

Section W

Sections w, x and y for Registered Body use only Form Ref

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in BLUE - if you do not, this form will be returned unprocessed and this will delay this application.


W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

Complete fields w58 and w59. The form will only be accepted if you have attended the Isle of Man Vetting Bureau training session and been registered as an Identity Checker for your organisation.

Section X

 Criminal Records Bureau

X apply for a CRB check

60 is the applicant applying for a CRB check? no yes If 'yes' you must complete x61 - x68 as appropriate, if 'no' go to section y

61 position applied for

62 organisation name

63 level of CRB check Please cross one box only standard If crossed go to x67 enhanced If crossed go to x64

64 are you entitled to know whether the applicant is registered to work with children? no yes

65 are you entitled to know whether the applicant is registered to work with vulnerable adults? no yes

66 does this position involve working with children or vulnerable adults at the applicant's home address? no yes

67 application type application is for a new post holder
application is for an existing post holder
application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no yes

By placing a cross in the yes box, you confirm that the post meets the CRB definition for a free of charge volunteer application. Please note that CRB may recover the application fee if this box is marked in error and that this could result in the cancellation of your CRB registration. The answer to this question must be the same as for question d53, if completed.

Completion of the Isle of Man Vetting Bureau Declaration Form

The Isle of Man Vetting Bureau Declaration Form is available in the photocopy resource pack and requires a signature from both the Identity Checker and the applicant.

The Isle of Man Vetting Bureau is unable to process any forms that are not accompanied by a Declaration Form.

First enter your organisation details at the top of the page and ensure that the Disclosure Recipient is named. This is the individual to whom the completed disclosure will be returned. In some cases this individual may perform the function of both Disclosure Recipient and Identity Checker

There are three main parts to the declaration:

Part 1: Provides the details of your request and cross-references the Declaration Form with the CRB Application Form. Please include all information requested in this section.

Part 2: Provides assurances to the Isle of Man Vetting Bureau that you have undertaken your role as Identity Checker in accordance with the advice provided in this Guidance Manual and according to CRB requirements.

Part 3: Asks the Applicant for consent to allow the Isle of Man Vetting Bureau to hold a copy of their CRB Application Form so that we can track its progress. This information is only held within the Isle of Man Vetting Bureau and is not shared with any other department or third party other than the Criminal Records Bureau.

Please submit the completed CRB Application Form, the completed Isle of Man Vetting Bureau Declaration Form and payment (if applicable) to the Isle of Man Vetting Bureau.

Do not send any documents direct to CRB.

Section 6: Disclosure Recipient Guidance

Organisations using the Isle of Man Vetting Bureau must nominate an appropriate person within the recruitment process to undertake the role of Disclosure Recipient. This section of the Guidance Manual provides advice for the Disclosure Recipient.

All Disclosure Recipients should also familiarise themselves with the applicable sections of the CRB Code of Practice (Appendix 1) and the sample Isle of Man Vetting Bureau. *Please note appendices are current as at the date of publication. Up to date copies of both documents can be obtained from www.crb.homeoffice.gov.uk or the Isle of Man Vetting Bureau respectively.*

As the Disclosure Recipient, you will receive the disclosure information sent from CRB. The Isle of Man Vetting Bureau will forward such information in an envelope marked 'Private & Confidential'.

You must ensure that the following advice is followed:

- Disclosure information should be kept separate from the applicant's personnel file and stored in lockable, non-portable containers, the access to which can be strictly controlled.
- Disclosure information must only be passed onto those individuals who are authorised to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to have it.
- Disclosure information must only be used for the specific purpose that it has been requested and for which the applicant has provided their consent.
- A record should be kept of the date of the disclosure, the name of the subject, the type of disclosure, the position for which the disclosure was supplied, the unique reference number of the disclosure and the details of the recruitment decision.
- No photocopies or other images of the disclosure documents should be kept, nor any copies of any representation of the contents of the disclosure.
- Disclosure information should not be retained for any longer than is necessary. The Criminal Records Bureau requires that the disclosure should be destroyed within 6 months. The Isle of Man Vetting Bureau recommends that disclosure information is destroyed as soon as the recruitment decision is reached. The applicant will, in any event, have been given a copy of the disclosure information by CRB.
- Disclosure information should be destroyed by secure means (shredding, pulping or burning). Disclosure information awaiting destruction should not be kept by insecure means (a waste bin or confidential waste sack).

Additional Information

In very exceptional circumstances, we may receive additional information as a result of an Enhanced Disclosure check. The local police force send the additional information to The Isle of Man Vetting Bureau independently of the CRB and, in our role as countersignatory, we must forward this information to you as part of the disclosure process to help you with your recruitment decision.

We will inform you first that we have received the additional information. We will then send the additional information enclosed in a separate, sealed letter with the disclosure certificate. You must advise The Isle of Man Vetting Bureau immediately if this has been opened or tampered with.

On no account must the existence of the additional information be made known to the applicant. It is a criminal offence for this information to be made available to anyone not involved in the recruitment decision.

If a decision is made to withdraw the offer of employment / volunteering opportunity you can only make reference to matters that appear on the Enhanced Disclosure certificate, of which the applicant will have their own copy. It may be enough to explain that, having taken up other references, the decision has been made not to confirm the offer.

If the employment offer still holds, we advise that this additional information and your copy of the disclosure certificate is destroyed immediately according to the principles of the agreement in place between The Isle of Man Vetting Bureau and your organisation and the CRB Code of Practice.

If the decision is made to withdraw the offer and this is contested, then we advise that the additional information is kept securely in a safe or lockable filing cabinet until the completion of any tribunal process.

Section 7: Disclosure applications – a step by step guide

All organisations wishing to use The Isle of Man Vetting Bureau will be required to register and be in receipt of their Unique Reference Number before they are able to submit disclosure applications to The Isle of Man Vetting Bureau. As a registered organisation, you must identify those people within your organisation who will be Identity Checkers and Disclosure Recipients. Please refer to Sections 4, 5 & 6 of this Guidance Manual.

1. Complete the Application Form

1.1 Provide the successful applicant with the following documents:

- Blank CRB Application form
- List of Valid Identity Documents
- Continuation Sheets for the application form
- The 'Applicant's Guide' to completing the application form

Blank CRB Application forms are available from The Isle of Man Vetting Bureau. The other documents are contained within your photocopy resource pack but can also be obtained at www.crb.homeoffice.gov.uk or from The Isle of Man Vetting Bureau.

1.2 The applicant must complete Sections A to E of the application form.

2. Identity Verification, Declaration & Forms Submission to The Isle of Man Vetting Bureau

2.1 This part of the application process is undertaken by the nominated Identity Checker or by The Isle of Man Vetting Bureau where a registered organisation has chosen not to undertake in-house identity verification.

2.2 Please refer to Section 5 of this Guidance Manual for full details as to how to undertake identity verification and compliance monitoring of the CRB application form.

2.3 Check the identity of the Applicant ensuring the integrity and suitability of the documents presented complies with the advice given in Section 5 of this Guidance Manual.

2.4 Check the application form has been correctly completed.

2.5 Complete the Isle of Man Vetting Bureau Declaration Form ensuring that part 3 is signed by the applicant.

2.6 Post the CRB Application Form and continuation sheets, the Isle of Man Vetting Bureau Declaration Form.

3. The Isle of Man Vetting Bureau Confirmation

3.1 Upon receipt of a completed CRB Application Form and Declaration, The Isle of Man Vetting Bureau will check the form for compliance.

3.2 Non-Compliant forms will be returned to the Identity Checker of the organisation.

3.3 Compliant forms will be registered by The Isle of Man Vetting Bureau.

3.4 A Unique reference number will be generated and referenced to the Application form reference number.

3.5 A Receipt confirmation letter will be generated. This letter will contain an overview of the application details the CRB form number.

3.6 The receipt confirmation will be dispatched to the Identity Checker within the requesting organisation.

3.7 The Registered Organisation should retain this record for the purposes of tracking the progress of the disclosure application.

4. Application Submission to The Isle of Man Vetting Bureau

4.1 The Isle of Man Vetting Bureau will complete Section Y of the application form and countersign the document.

4.2 The Isle of Man Vetting Bureau will send the disclosure form and any associated continuation sheets to the CRB for processing.

5. Disclosure Certificate Receipt by The Isle of Man Vetting Bureau

5.1 The Isle of Man Vetting Bureau will receive completed disclosure certificates from the CRB on behalf of the Registered Organisation. The applicant will receive their copy of the completed disclosure directly from the CRB.

5.2 The Isle of Man Vetting Bureau will register receipt of the disclosure information and will forward the information to the Disclosure Recipient within the Registered Organisation.

5.3 The Disclosure Recipient will undertake to handle, store and dispose of disclosure information in accordance with the agreement between their organisation and The Isle of Man Vetting Bureau and the CRB Code of Practice.

5.4 Any additional information received by The Isle of Man Vetting Bureau in response to an enhanced level check will be handled in accordance to the advice provided in Section 6 of this Guidance Manual.