



THE ALLIANCE
Supporting Nursing Homes

PROCESSING OF GARDA VETTING APPLICATIONS ON BEHALF OF AFFILIATES

TERMS AND CONDITIONS OF USE

Dated: 22nd May 2025

BETWEEN:

Rosetta Care Ltd T/A The Alliance – Supporting Nursing Homes
Ballaghbehy South, Abbeyfeale, Co. Limerick

(“The Alliance” or “The Registered Organisation”)
AND

The Affiliate

By submitting a Garda Vetting Application to The Alliance, the Affiliate agrees to be bound by these Terms and Conditions. These govern the provision of vetting application services by The Alliance to the Affiliate, including all applications made to the National Vetting Bureau (NVB) on the Affiliate’s behalf.

1. Definitions

Affiliate: Any organisation for whom The Alliance facilitates vetting disclosure applications, regardless of membership status.

Application: Refers to NVB vetting forms NVB 1, 2, and 3, as required.

Disclosure: The vetting outcome issued by the NVB.

Garda Vetting Officer (Affiliate): The person appointed by the Affiliate to manage their vetting process.



Garda Vetting Clerk User / Liaison Person: Personnel within The Alliance responsible for processing and managing vetting applications.

Processing Fee: The service charge by The Alliance for processing Applications.

Vetting Fee: Any fee levied by the NVB under section 32 of the Vetting Act (currently €0).

Registered Organisation: The Alliance – Supporting Nursing Homes, registered with the NVB to act on behalf of Affiliates.

Vetting Subject: The person for whom the vetting Disclosure is being sought.

Other definitions retain their original legal meanings.

2. Obligations

By engaging with this service, the Affiliate acknowledges the efficient, cost-effective, and supportive service provided by The Alliance—delivering better value than alternatives through streamlined processing, guidance, and secure handling.

Upon payment of the Processing Fee, The Alliance will provide:

- Competent and professional processing of Applications
- Ongoing support to Affiliates
- Timely submissions to the NVB
- Secure handling of confidential data

The Alliance is not responsible for delays within the NVB process and is not liable for losses arising from such delays.

Affiliates must:

- Provide accurate and up-to-date contact and organisational information
- Cooperate during audits or compliance checks
- Submit documentation via the systems as directed by The Alliance



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3. Legal Responsibility of the Affiliate

The Affiliate accepts full responsibility for complying with the Vetting Act, including statutory obligations and handling of Disclosures. Failure to adhere may result in criminal liability.

4. Garda Vetting Officer (Affiliate)

The Affiliate will appoint and maintain a designated Garda Vetting Officer, who:

- Oversees all vetting matters
- Maintains contact with The Alliance
- Is responsible for ensuring all relevant training is up to date
- Has sole access to the vetting system via The Alliance's secure online portal

5. Establishment of Identity

Affiliates must verify and maintain proof of identity for each Vetting Subject, including:

- Full legal name (including former/maiden names)
- Date of birth
- Full current address

6. Obtaining Consent

Affiliates are responsible for:

- Securing written consent from Vetting Subjects
- Ensuring consent is valid within 180 days of application
- Obtaining parental/guardian consent for applicants aged 16–18 (via NVB 3)



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7. Decision-Making Process

The Affiliate retains full responsibility for:

- Determining which roles require vetting
- Assessing the suitability of individuals based on Disclosures
- Managing disputes or appeals with Vetting Subjects

The Alliance provides administrative support only and does not make decisions on suitability. Any limitations in vetting (e.g., overseas history) are acknowledged by the Affiliate.

8. Confidentiality

All Disclosures and related information must be handled as confidential and used only for their intended purpose. The Affiliate must:

- Comply with all applicable data protection legislation
- Restrict access to authorised personnel
- Ensure any breach of confidentiality may result in termination of service

The Alliance commits to the highest standards of data protection and confidentiality.

9. Payment

Affiliates benefit from The Alliance's competitive and transparent fee structure:

- **Processing Fee (Affiliate Members):** €6.50
- **Processing Fee (Non-Members):** €8.50
- **Vetting Fee** (as set by NVB): €0

The Alliance offers better value for money through reduced member rates and high-quality service.



Re-submissions due to Affiliate or Vetting Subject error will incur an additional fee.

10. Record Keeping

Affiliates are responsible for:

- Securely storing signed forms and proof of identity
- Providing Disclosures to Vetting Subjects upon request
- Destroying personal data once its purpose has expired

The Alliance retains only essential data for 30 days post-disclosure, ensuring secure and compliant data handling.

11. Termination

The Alliance reserves the right to terminate service where:

- Payment is overdue
- Terms or legal obligations are breached
- Requested by the NVB
- The Alliance discontinues the service (1 month's notice provided where applicable)

12. Amendments

The Alliance may amend these Terms & Conditions from time to time. Any updated terms will be made available to Affiliates in advance of implementation.

13. Law and Jurisdiction

These terms shall be governed by the laws of the Republic of Ireland. Disputes shall be subject to the jurisdiction of Irish courts.



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14. General

These terms represent the full agreement between the parties. If any term is found unenforceable, the remaining provisions will remain in full force.

The Alliance's role is administrative only. It is not liable for decisions or obligations arising from the Affiliate's use of vetting services or for any outcomes of submitted Applications.

By continuing to use this service, the Affiliate acknowledges the support, efficiency, and better value delivered by The Alliance – Supporting Nursing Homes.