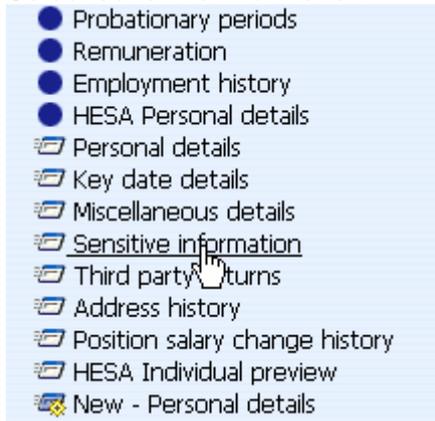


## 1.12 Sensitive Information

The information required to complete this form can be obtained from the Certificate of Acceptance CHRIS/20 part 3 – personal details.

1. Use the search facility to locate the person whose address details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

1. Select sensitive information



- 2. The sensitive information screen will be displayed

<b>Sensitive information:</b> Miss Libby Bush	<b>Name:</b> Miss Libby Bush <b>Job title:</b> Clerk <b>Social security number:</b> NH904568A <b>Pers ref:</b> 30000018
<b>Marital status</b> Marital status	<input type="text"/>
<b>Religion</b> Religion	<input type="text"/>
<b>Ethnic origin</b> Ethnic origin	<input type="text" value="White - British"/>
Other classification	<input type="checkbox"/>
<b>Nationality</b> Nationality	<input type="text" value="British (not Channel Islands or IOM)"/>
<b>Sexual orientation</b> Sexual orientation	<input type="text"/>
<b>Disability</b> Self-certified disabled	<input type="text"/>
Description	<input type="text"/>
Date of check	<input type="text"/>
Disciplinary	<input type="checkbox"/>
Expiry date	<input type="text"/>

- 3. Edit the details as required. We are not making use of the following fields:  
Marital Status  
Religion  
Sexual Orientation
- 4. Click the  button.