

Record of Change

Date	Version Number	Reason for Change
17 Nov 15	1.0	First Issue of Document

North Highland Harriers

Policy for the Secure Handling, Use, Storage and Retention of Disclosure Information

Introduction

To ensure potentially sensitive Disclosure Information¹ is not inadvertently compromised and to comply with legislation it is necessary to have a policy for the handling, storage and retention of Disclosure Information. This policy also demonstrates that North Highland Harriers (NHH) is a suitable organisation to handle such information.

Policy

In accordance with the Scottish Government Code of Practice², for the use of Disclosure Information, North Highland Harriers (NHH) will ensure the following practice.

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- NHH will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using Disclosure Information for any purpose other than recruitment.
- Disclosure Information will only be shared with those authorised to see it in the course of their duties.
- Where additional Disclosure Information is provided to NHH and not to the disclosure applicant, NHH will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure Information will be stored in a locked non-portable cabinet. Only the Club Chairperson, Head Coach and Welfare Officer will have access to the keys/ combinations for this cabinet. Only those authorised to see this information in the course of their duties will have access to this cabinet. When the Disclosure Information is no longer required it will be destroyed.
- Disclosure Information will be destroyed by shredding or burning.
- No image or photocopy of the Disclosure Information will be made, however the following details may be retained:-
 - Date of issue of Disclosure
 - Name of subject
 - Disclosure type
 - Position for which Disclosure was requested
 - Unique reference number of Disclosure
 - Recruitment decision taken
- NHH will ensure that all staff with access to Disclosure Information are aware of this policy and have received relevant training and support.

¹ For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

² Code of Practice In Connection with the use of Disclosure Information and with the Functions of Registered Persons, 28 February 2011 Edition

- NHH will make a copy of this policy available to any applicant for a post (paid or voluntary) with us that requires a Disclosure.