

# Kirkhill & Bunchrew Community Trust

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### **Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information**

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, we 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.
- We 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 our designated signatory and not to the disclosure applicant, our designated signatory 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 container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
  1. Date of issue of disclosure
  2. Name of subject
  3. Disclosure type
  4. Position for which disclosure was requested
  5. Unique reference number of disclosure
  6. Recruitment decision taken.
- We will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- We will make a copy of this policy available to any applicant for a (paid or unpaid) that requires a disclosure.

Adopted 14/11/05

