



## **Secure Handling, Use, Storage And Retention Of Disclosure Information Policy**

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

Pillar Kincardine will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Pillar Kincardine undertakes to make a copy of this policy available to any applicant for a post with Pillar Kincardine that requires a Disclosure.

We are enrolled with Volunteer Scotland Disclosure Services to process disclosure checks for the purpose of assessing individual's suitability for paid and/or unpaid work with us. This policy has been developed to ensure that we comply with the Scottish Government Code of Practice for registered persons and other recipients of disclosure information.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Pillar Kincardine will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Pillar Kincardine will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

[Enhanced disclosures only - where non conviction Disclosure information is provided to Pillar Kincardine by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned, Pillar Kincardine will not disclose the actual details of the Disclosure information to the Disclosure Applicant but can inform them, if asked, that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.]

Disclosure information will only be shared with those authorised to see it in the course of their duties. Disclosure information will be stored in a locked non-portable container for as long a person is employed by or is volunteering with the organisation. 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 retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken