

DISCLOSURES AND DISCLOSURE INFORMATION

As a Company using the Disclosure Scotland service to help assess the suitability of candidates for positions of trust, we are recipients of Disclosure Information and PVG Scheme Records which contain Disclosure Information and must comply fully with the Disclosure Scotland Code of Practice.

Amongst other things, this obliges us to have a written policy on the correct handling and safekeeping of Disclosure Information and PVG Scheme Records.

General Principles

A Disclosure will only be requested after a thorough assessment has indicated that this is both proportionate and relevant to the position concerned. PVG Scheme Records will only be obtained where an individual will be undertaking regulated work. Where a Disclosure or PVG Scheme Membership is required as part of the recruitment process, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure, or PVG Scheme Record, will be requested in the event of the candidate being offered the position.

As an organisation using the Disclosure Scotland service to help assess the suitability of candidates for positions of trust, the Company complies fully with the Disclosure Scotland Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures, Disclosure Information and PVG Scheme Records.

The Company also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information and PVG Scheme Records and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure Information and PVG Scheme Records are never kept on a candidate's file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Company maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Use of Disclosure Information

Disclosure Information and PVG Scheme Records are only used for the specific purpose for which it was requested and for which the candidate's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made about an unsuccessful candidate, the Company does not keep Disclosure Information or PVG Scheme Records for any longer than is absolutely necessary. This is generally for a period of up to six months for unsuccessful candidates, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure Information or PVG Scheme Records for unsuccessful candidates longer than six months, the Company will consult Disclosure Scotland and will give full consideration to the rights of the candidate under the Data Protection Act 1998 before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

For employment administration and evidential purposes, we will retain a copy of employees' PVG Scheme Record or Scheme Record Update on the employee's file during the course of their employment and for a period after termination of their employment.

Disposal

Once the retention period has elapsed, the Company will ensure that any Disclosure Information or PVG Scheme Records are immediately destroyed by secure means, e.g., by shredding, pulping or burning. While awaiting destruction, Disclosure Information or PVG Scheme Records will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack).

The Company will not keep any photocopy or other image of the Disclosure Information or PVG Scheme Record or any copy or representation of the contents of a Disclosure or PVG Scheme Record. However, notwithstanding the above, the Company may keep a record of the date of issue of a Disclosure or PVG Scheme Record, the name of the subject, the type of Disclosure or PVG Scheme Record requested, the position in relation to which the Disclosure or PVG Scheme Record was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure Information or PVG Scheme Record requests on behalf of other employers or recruiting organisations), the Company will take all reasonable steps to ensure that it can comply fully with the Disclosure Scotland Code of Practice.

The Company will also take all reasonable steps to satisfy itself that it will handle, use, store, retain and dispose of Disclosure Information or PVG Scheme Records in full compliance with the Disclosure Scotland Code and in full accordance with this policy. The Company will also ensure that any organisation or individual, at whose request applications for Disclosure Information or PVG Scheme Record requests are countersigned, has a relevant written policy and, if necessary, will provide a model policy for that organisation or individual to use or adapt for this purpose.