

# Dunblane Bowling Club

## Appendix E

(Updated: August 2020)



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

In accordance with the Scottish Executive Code of Practice, for the registered persons and other recipients of Disclosure Information, Dunblane Bowling Club will ensure the following practice.

1. 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.
2. Dunblane Bowling Club 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, Dunblane Bowling Club 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.
3. Disclosure information will only be shared with those authorised to see it in the course of their duties.
4. Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than is relevant to our needs. 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 may be retained. Recipients of disclosure information may, however, keep a record of the following:
  - Date of issue of disclosure
  - Name of subject
  - Disclosure type
  - Position for which disclosure was requested
  - Unique reference number of disclosure
  - Recruitment decision taken
5. Dunblane Bowling Club will ensure that all officers with access to disclosure information are aware of this policy and have received relevant training and support.
6. Dunblane Bowling Club undertakes to make a copy of this policy and the code of practice available to any applicant for a post with Dunblane Bowling Club that requires a disclosure.