



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

[For organisations registered with Volunteer Scotland Disclosure Services who are unable to meet the storage requirements of the Code of Practice]

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

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, the One World Centre will ensure the following practice.

- 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.
- The One World Centre 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, the One World Centre 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.
- Disclosure information accessed by the One World Centre will be retained and shredded by Volunteer Scotland Disclosure Services as per the requirements of the Code of Practice, in that the disclosure information will be destroyed immediately after it has been disclosed to the relevant person of the One World Centre.
- The One World Centre will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

### **Disclosure Record Phone Results Service - Information**

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

Please be advised when using the Disclosure Records Phone Results Service, our staff can only convey disclosure information detailed in records accessed by the One World Centre directly by telephone to you as nominated contact of the One World Centre only when confirmation of the relevant security questions has been established. Failure by you to provide the correct answers to the required security questions will result in Volunteer Scotland Disclosure Services withholding the required information and an investigation by us may be carried out to establish why you as nominated contact do not have the required procedures in place, as per the Code of Conduct. Once the disclosure information has been passed the Disclosure Record will be shredded.

Volunteer Scotland Disclosure Services will retain the Registered Body Code and Disclosure Record reference number of each Disclosure Record that is shredded on your behalf. Please note that we do not keep a record of any other specific data that is relevant to Disclosure Record accessed, for example; name of applicant, position applied for, recruitment decision taken, this is solely the responsibility of the One World Centre.

### **Approval and review**

This policy was approved by the One World Centre Management Committee on the date specified in the header of this document. It will be reviewed every three years. All trustees, staff and volunteers with One World Centre are required to sign that they have read and will comply with this policy.