

Privacy Policy (Use of Information)

Volunteer Tutors Organisation (VTO) endeavours to follow practices set down by the Scottish Executive to ensure safe recruitment and appropriate use of information garnered from Disclosure applications.

Every individual working/volunteering for VTO must complete appropriate Disclosure applications (in accordance with the "Protection of Vulnerable Groups (PVG)" Scheme) to ensure their suitability to work with children in a tutoring capacity.

The only individual who has access to the information gathered from Disclosure Scotland is the member of staff registered as counter signatory with Disclosure Scotland.

All Disclosure Certificates/PVG Scheme Records are destroyed after a note of the appropriate numbers and date is recorded.

If an individual holds a criminal conviction and the Board of Management is required to make a decision on their suitability the individual's name is never revealed, only the details of the conviction. Any decision is subsequently based on the information contained in the report sent to the Board of Management.

Information about Children

It is the policy of the VTO that all files are kept securely stored in order to maintain the safety of both children and their content. Keys to securely stored files are issued to the VTO's staff and Board of Management for the purpose of conducting VTO business only. The only people who have access to secure files are VTO's staff and Board of Management members, who are all disclosed at enhanced level with the child care component.

It is the expectation of the Board of Management that all VTO business and information about children is never discussed outside of Board of Management meetings.