



## **Volunteer Tutors Organisation**

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

As an organisation using Disclosure Scotland to help assess the suitability of applicants for positions of trust, we comply fully with Disclosure Scotland's Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

We also comply fully with our obligations under the Data Protection Act 2018. Disclosure information is never kept in an applicant's personnel file. It is always kept separately and securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are authorised to see it as part of their duties in accordance with Section 124 of the Police Act 1997.

We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested. Once a recruitment or other relevant decision has been made, we do not keep disclosure information for any longer than is absolutely necessary in order to allow for the consideration and resolution of any disputes or complaints. Where appropriate, Disclosure Scotland will be consulted and full consideration will be given to the data protection and human rights of the individual.

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle, such as a waste bin or confidential waste sack.

We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, we may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment or other relevant decision taken.