

AdvoCard

Policy on the secure handling, use, storage, retention and disposal of Disclosure Information

Background

As some posts at AdvoCard involve regular contact with vulnerable people, it is sometimes necessary to carry out criminal record checks (Disclosures) as part of the recruitment process for staff and volunteers.

The Police Act 1997 (Part V) enables organisations to assess the suitability of applicants and make safer recruitment decisions for certain posts by widening access to criminal record information. The Act allows Disclosure Scotland, which is part of the Scottish Criminal Records Office, to issue criminal conviction certificates known as Basic, Standard and Enhanced Disclosures.

The Act also ensures that the use of all information supplied in Standard and Enhanced Disclosures is covered by a Code of Practice that requires all recipients of Disclosure information to comply with the Code and manage that information appropriately.

This policy is part of a framework designed to ensure safe and fair recruitment at AdvoCard that also includes:

- Recruitment Policy
- Equal Opportunities Policy
- Protection of Vulnerable People Policy
- Recruitment of Ex-Offenders Policy
- Data Protection Policy

Policy Statement

1. AdvoCard complies fully with the Code of Practice for Registered Persons and Other Recipients of Disclosure Information published by Scottish Ministers regarding the correct handling, use, storage, retention and disposal of Disclosure information. We will make every person subject to a Disclosure aware of the Code of Practice and make a copy available to them on request.

2. AdvoCard complies fully with the Data Protection Act 1998 (see also Data Protection Policy).
3. AdvoCard will only request an Enhanced Disclosure when we consider it relevant to a particular post. This will be based on a thorough risk assessment of that post.
4. A copy of this policy will be available on request to any applicant for the post.
5. Disclosure information will only be used for recruitment purposes, i.e. the assessment of a person's suitability for the post applied for.
6. AdvoCard recognises that under section 124 of the Police Act 1997, it is a criminal offence to reveal Disclosure information to an unauthorised person.
AdvoCard guarantee that Disclosure information will only be seen by designated people who need to see it as part of the recruitment process.
7. AdvoCard will ensure that designated people who need to see Disclosure information as part of the recruitment process are aware of this Policy and have received relevant training and support regarding the secure handling, use, storage, retention and disposal of Disclosure information.
8. AdvoCard will not reveal information provided under section 115(8) of the Police Act 1997 to the applicant. This is information that is supplied to AdvoCard by Disclosure Scotland, but not shown on the Disclosure. *Should this information affect a recruitment decision, AdvoCard may inform the applicant that additional information was provided.*
9. Disclosure information will be stored securely, in locked, non-portable storage containers. Access to storage containers will be strictly limited to designated people who need to see Disclosure information as part of the recruitment process.
10. AdvoCard will not keep Disclosure information for longer than 90

days after a recruitment decision is made. This time period allows for the resolution of any disputes or complaints.

11. AdvoCard will destroy Disclosure information by shredding. AdvoCard will not keep any reproduction (e.g. photocopy) of Disclosure information.

We will, however keep a record of:

- the position for which the Disclosure was requested
- the type of Disclosure
- the name of the person for whom the Disclosure was requested
- the date of issue of the Disclosure
- the unique reference number of the Disclosure
- details of the recruitment decision taken