



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

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Route 81 will ensure the following practice.

- ◆ Route 81 Board of Directors (Route 81) will ensure that individuals consent is given before requesting a disclosure.
- ◆ 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.
- ◆ Disclosure information will only be shared with those authorised to see it in the course of their duties.
- ◆ Where additional disclosure information is provided to Route 81 and not to the disclosure applicant, Route 81 will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- ◆ Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- ◆ No image or photocopy of the disclosure information will be made, however the following details will be retained:-
 - 1 Date of issue of disclosure
 - 2 Name of subject
 - 3 Disclosure type
 - 4 Position for which disclosure was requested
 - 5 Unique reference number of disclosure
 - 6 Recruitment decision taken.
- ◆ All other disclosure information will be destroyed by shredding.
- ◆ Route 81 will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- ◆ Route 81 undertakes to make a copy of this policy available to any applicant for a post with Route 81 Youth Project that requires a disclosure.

