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

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| **Name of Organisation** |  |
| **Date** |  |

**In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of disclosure information, we will ensure the following practice.**

* Disclosure checks 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 by those authorised to see it in the course of their duties.
* Where additional disclosure information is provided to our organisation and not to the disclosure applicant - this information will not be disclosed to the applicant but we will inform them that additional information has been provided should this information affect the recruitment decision.
* Disclosure information should be stored in a secure, lockable, non-portable cabinet, registered persons in possession of disclosure information must not retain such information for longer than it is relevant to their needs.

Only those authorised to see this information in the course of their duties should have access to the disclosure information.

* Disclosure information should be destroyed by shredding.
* No image or photograph of the disclosure information will be made, however the following details may be retained for administrational purposes.
  + Date of issue of disclosure
  + Name of subject
  + Disclosure type
  + Position for which disclosure was requested
  + Unique reference number of disclosure
  + Recruitment decision taken
* We will ensure that those with access to disclosure information are aware of this policy and have received relevant training and support.
* We will make a copy of this policy available to any applicant for a post (paid or voluntary) with us that require a disclosure.