



Safe Storage of Information Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

POLICY ON SECURE STORAGE AND HANDLING, USE AND DESTRUCTION OF DISCLOSURE INFORMATION

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

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

Disclosures will only be requested when necessary and relevant to a particular post within VAS or membership organisations of VAS and the information provided on a disclosure certificate will only be used for recruitment purposes.

The membership organisation of VAS and in the case of a VAS employee their line manager will ensure that an individual's consent is given before seeking a disclosure. Furthermore, all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

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 VAS and not to the disclosure applicant, VAS and their membership organisations will not disclose this information to the applicant, and the applicant cannot be advised of the existence of this information unless written permission from the Chief Officer who provided this information is obtained.

Disclosure information will be stored in a locked non-portable cabinet and we will 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 will have access to this file.

Disclosure information will be destroyed by shredding.

No image or photocopy of the disclosure information will be made, however the following details will be retained: -

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position and organisation for which disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken.

VAS will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.

VAS undertakes to make a copy of this policy and the Code of Practice available to any applicant or membership organisation that requests disclosures.