



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

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

This policy is for Volunteer Scotland Disclosure Services enrolled organisations (i.e. Montrose Tennis Club) accessing Disclosure Records for the purposes of assessing an individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, Montrose Tennis Club will ensure the following practice:

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Montrose Tennis Club will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, the club will ensure that 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.

No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

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

Montrose Tennis Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Montrose Tennis Club undertakes to make a copy of this policy available to any applicant for a post with the club that requires a Disclosure.