



Stirling County RFC  
Bridgehaugh Park  
Causewayhead Road  
Stirling  
FK9 5AP

## 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 accessing Disclosure Records for the purpose of assessing 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, **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.

SCRFC 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, SCRFC 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.

Disclosure information will be stored electronically in a password protected file by the Child Protection Officer. Computers/hard drives/memory sticks being used to store such information, will also be password protected.

Any paper documentation should be stored in a locked filing cabinet.

We will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information (namely Child Protection Officer and Youth Academy Manager) in the course of their duties will have access to this information.

Disclosure information will be destroyed by shredding, or deletion of electronic files using electronic file shredder. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Personal details, including name, date of birth, address and contact phone number.
- Disclosure type
- Date of issue of disclosure
- Position for which the disclosure was requested
- Unique reference number of disclosure

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

Kind regards,  
Stirling County RFC Committee