**Aboyne Canoe Club**

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

**[For organisations registered with Volunteer Scotland Disclosure Services who are unable to meet the storage requirements of the Code of Practice]**

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,Aboyne Canoe 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.

The Aboyne Canoe 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, Aboyne Canoe 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 accessed by Aboyne Canoe Club will be retained and shredded by Volunteer Scotland Disclosure Services as per the requirements of the Code of Practice, in that the disclosure information will be destroyed immediately after it has been disclosed to the relevant person of Aboyne Canoe Club.

Aboyne Canoe Club will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

**Disclosure Record Phone Results Service - Information**

For the purpose of this policy, PVG Scheme Records, PVG Scheme RecordUpdates, Standard and Enhanced disclosures will be referred to asDisclosure Records.

Please be advised when using the Disclosure Records Phone ResultsService, our staff can only convey disclosure information detailed inrecords accessed byXXXXXXXXXXdirectly by telephone to you asnominated contact ofXXXXXXXXXonly when confirmation of the relevantsecurity questions has been established. Failure by you to provide thecorrect answers to the required security questions will result in Volunteer Scotland Disclosure Serviceswithholding the required information and an investigation by us may becarried out to establish why you as nominated contact do not have therequired procedures in place, as per the Code of Conduct. Once thedisclosure information has been passed the Disclosure Record will beshredded.

Please note that we do not keep a record of any data that is relevant to Disclosure Record accessed, forexample; name of applicant, position applied for, recruitment decisiontaken, this is solely the responsibility ofXXXXXXXXX.