



# **SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION POLICY**

Date Approved: November 2014

Review Date: November 2019

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Calvay Housing Association will ensure the following practice.

- Disclosures 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.
- Calvay Housing Association will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- 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 Calvay Housing Association and not to the disclosure applicant, Calvay Housing Association will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- 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 for which disclosure was requested
  - Unique reference number of disclosure
  - Recruitment decision taken
- Calvay Housing Association will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- Calvay Housing Association undertake to make a copy of this policy and the Code of Practice available to any applicant for a post with the Association that requires disclosure.