

Annan Athletic Football Club

AAFC/P/17

AAFC POLICY ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

**Periodicity/
Expiry Date:** 1 Year

Issue: 8

Last Review Date:

30th November 2018

Page 1 of 4

Purpose: AAFC Club Policy

THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION



Approved by Board of
Management

P. Jones

Nov 18

Issue 1	Page 2 Of 4 Pages	Last Review Date: 30 th November 2018
---------	-------------------------	--

AMENDMENT SHEET

Page/ Number	Amendment Details
	New document Nov 2016
	Document reviewed due to club conversion to CBS – June 2017
	Full review – no changes – November 2018



POLICY

THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Annan Athletic Football Club 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.
- Annan Athletic Football Club 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.
- Where additional disclosure information is provided to Annan Athletic Football Club and not to the disclosure applicant, Annan Athletic Football Club will not disclose this information to the applicant, but will inform them 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 as soon as practicably possible after the recruitment decision has been made. This will be carried out by Annan Athletic Football Club collator and witnessed by an appointed signatory or a member of the management committee. This will be logged in the Annan Athletic Football Club Disclosure Scotland Record Book.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
 1. Date of issue of disclosure.
 2. Name of Subject.
 3. Disclosure type.
 4. Position for which disclosure requested.
 5. Unique reference number of disclosure.



-
6. Recruitment decision taken.
 7. Date of shredding of disclosure and record of by whom and who witnessed it.
- Annan Athletic Football Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
 - Annan Athletic Football Club undertakes to make a copy of this policy and the code of Practice available to any applicant for a post with Annan Athletic Football Club that requires a disclosure.