



The Royal Scottish Pipe Band Association

Policy on the Secure Handling, Use, Storage Retention and Destruction of Disclosure Information

In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of disclosure information, the RSPBA will ensure the following practice.

- Disclosure checks 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.
- The RSPBA 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 by those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our organisation and not to the disclosure applicant - this information will not be disclosed to the applicant but we 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. The RSPBA will not retain such information for longer that it is relevant to our needs. Only those authorised to see this information in the course of their duties will have access to the container.
- Disclosure information will be destroyed by shredding
- No image or photograph of the disclosure information will be made, however the following details may 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
- We will ensure that those with access to disclosure information are aware of this policy and have received relevant training and support.
- We will make a copy of this policy available to any applicant for a post (paid or unpaid) with us that requires a disclosure.