



## EAST RENFREWSHIRE GOLF CLUB

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

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, East Renfrewshire Golf 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.

**East Renfrewshire Golf 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, **East Renfrewshire Golf 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 will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored without limit of time. Significant care is to be exercised in retaining data of this nature as it may include sensitive personal data (under the Data Protection Act 1998). This means secure data principles will be followed to ensure no problems arise. Electronically stored data will need to be backed-up and password protected; hard copies will have to be kept securely, under lock and key. (Limitation (Childhood Abuse) (Scotland) Act 2017).

**East Renfrewshire Golf Club** will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. **East Renfrewshire Golf Club** undertakes to give a copy of this policy to any applicant for a post within **East Renfrewshire Golf Club** that requires a Disclosure.