

# HR & OD POLICIES

human resources and organisational development



## Handling, Storage & Disposal of Disclosure Information Policy

## 1. BACKGROUND

The Code of Practice (“the Code”) is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 (“the 1997 Act”). The Code sets out obligations for registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”).

Aberdeenshire Council complies with the Code and the 1997 and 2007 Acts regarding the handling, holding, storage, destruction and retention of disclosure information provided by [Disclosure Scotland](#).

We comply with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”),

We will provide a copy of this policy to anyone who requests to see it.

## 2. USAGE

Aberdeenshire Council will use disclosure information only for the purpose for which it was requested and provided. Disclosure information will not be used or disclosed in a manner incompatible with that purpose.

Aberdeenshire Council recognises that, under section 124(1) of the 1997 Act and sections 66 and 67 of the 2007 Act, it is a criminal offence to disclose information disclosed to us in terms of the above Acts to any unauthorized person. Disclosure information is only shared with those authorised to see it in the course of their duties. We will not disclose information provided under subsection 113B(5)2 of the 1997 Act, namely information which is not included in the certificate, to the individual concerned.

## 3. ACCESS AND STORAGE

Aberdeenshire Council does not keep disclosure information in an individual’s personnel file. It is kept securely, in lockable, non-portable storage containers or retained in a secure electronic format. Access to storage units is strictly controlled and is limited to authorised named individuals, who are entitled to see such information in the course of their duties.

## 4. RETENTION

Aberdeenshire Council does not keep disclosure information for longer than necessary. Our retention schedule can be viewed [here](#)

The information recorded about an individual in our employee system/volunteer Disclosure Scotland database:

- Date of issue of the Disclosure Certificate/PVG Scheme Record.
- Disclosure Scotland check - type.
- Employment position/volunteer role
- Unique reference number of the Disclosure Certificate/PVG Scheme Record.
- Where applicable, PVG membership number

Where a certificate has been risk assessed, this information is retained per our retention schedule

## 5. DISPOSAL

Aberdeenshire Council will ensure that disclosure information is destroyed in a secure manner by placing the certificate in confidential waste. . We will ensure that disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).

For further advice and guidance on any of the above please contact [Human Resources & Organisational Development](#).

# Handling, Storage & Disposal of Disclosure Information

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
26-09-2002		Creation of Document
01-05-2012	26-08-2002	PVG Act 2007
08-08-2015	01-05-2012	Format Update
31-05-2017	08-08-2015	Minor amendment
23-05-2018	31-05-2017	GDPR 2018