



Secure Handling, Use, Storage & 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.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, Creative Dunblane 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.

Creative Dunblane 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, Creative Dunblane 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.

Enhanced disclosure only - where non conviction Disclosure information is provided to Creative Dunblane by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned, Creative Dunblane will not disclose the actual details of the Disclosure information to the Disclosure Applicant but can inform them if asked that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information, normally contained in a digital disclosure certificate provided by email to the Lead or Additional Signatory, will be destroyed securely as soon as the information has been checked and the recruitment decision taken. No image or photocopy of the disclosure information will be retained. Creative Dunblane will, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference numbers of disclosure and PVG membership
- Recruitment decision taken.

Creative Dunblane will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

Name of Lead Signatory: Christine MacLean

Name of Additional Signatory: Caroline Curley