**Introduction**

The purpose of this policy is to provide guidance and instruction on how to appropriately handle disclosures for those who will have access to them and to provide assurance to Disclosure Scotland, our staff and volunteers that their disclosure information will be handled, used, stored and destroyed appropriately and in accordance with the Disclosure Scotland Code of Practice.

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, countersignatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”).

For the purpose of this policy, PVG Scheme Records and Updates, will be referred to as disclosures. This policy is for organisations enrolled with Disclosure Scotland to access disclosures for the purpose of assessing individual’s suitability for paid and/or voluntary work. In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, we will ensure the following practice.

We comply 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 Data Protection Act 2018 (“the 2018 Act”). We will provide a copy of this policy to anyone who requests to see it.

**Usage and Handling of Disclosures**

Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure will solely be used for recruitment purposes.

Scottish Swimming will ensure that an individual’s consent is given before seeking a disclosure. Before using disclosure information for any other purpose, we will seek their consent and will take advice from Disclosure Scotland to ensure it is appropriate to use the disclosure for a purpose other than recruitment. Furthermore, we will ensure that all sensitive personal information that is collated for the purposes of obtaining a disclosure will be always managed confidentially by those involved in the disclosure process.

**Access and Storage**

Care will be taken in relation to disclosure information, and we will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation. We recognise that, under section 1241 of the 1997 Act and sections 66 and 67 of the 2007 Act, it is a criminal offence to disclose disclosure information to any unauthorised person. Disclosure information is only shared with those authorised to see it in the course of their duties.

Disclosure information will be deleted as soon as the relevant checks and appropriate suitability has been assessed. The information is recorded on our secure membership database as detailed in the Recording of Information section. No photocopy or other image of the disclosure information will be retained.

**Sharing Information**

Disclosure information will only be shared with those authorised to see it in the course of their duties. Disclosure information will be used by Scottish Swimming to assess suitability for regulated role being applied for. Scottish Swimming will only share the outcome of the suitability decision with the Club, but will not share specific information detailed in the disclosure certificate.

**Recording of Information**

It is Scottish Swimming’s responsibility to keep accurate information about disclosures we have accessed. The following information will be recorded on our Database:

* Date of issue of disclosure
* Name of subject
* Disclosure type/level
* Club for which the disclosure was requested
* Unique reference number of disclosure
* Position for which the disclosure was requested (please note this will no longer be detailed on the digital disclosure)
* Whether we received a digital or paper disclosure or if we received the information by telephone
* Recruitment decision taken

Scottish Swimming will not record whether there was any vetting information as the code of practice prohibits this.

Personal information will be stored in secure conditions as follows: information will be stored in the secure Scottish Swimming cloud-based files until the recruitment decision has been made. Only those authorised to see this information in the course of their duties will have access to the information.

**Retention**

To comply with the 1997 Act, Scottish Swimming do not keep disclosure information for longer than necessary. For the 1997 Act, this will be the date the relevant decision has been taken, allowing for the resolution of any disputes or complaints. For the 2007 Act, this will be the date an individual ceases to do regulated work for this organisation. We will not retain any paper or electronic image of the disclosure information. We will, however, record the date of issue, the individual’s name, the disclosure type and the purpose for which it was requested, the unique reference number of the disclosure and details of our decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

**Destruction/Deletion**

Scottish Swimming will take reasonable steps to ensure that disclosure information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images from digital certificates will also be deleted permanently from both the email address where it was received and from where it is stored.

We will ensure that all staff with access to disclosure information are aware of this policy and have received training and support to help them to comply with both this policy and the code of practice. A copy of this policy will be made available to any applicant, member of staff or volunteer who requests it.

**Scottish Swimming Umbrella Body Responsibility**

Before acting as an Umbrella Body (a body which countersigns applications for Standard or Enhanced Disclosures or makes declarations in relation to PVG disclosure requests on behalf of other organisations) Scottish Swimming will take the following steps:

* We will ensure that the organisation on whose behalf we are acting complies with the Code and the 1997 and 2007 Acts.
* We will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of disclosure information in full accordance with this policy.