



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

In accordance with the Scottish Executive Code of Practice for registered persons and other recipients of Disclosure Information, the Scottish Council of Jewish Communities will ensure the following practice:

Disclosures 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 Scottish Council of Jewish Communities will ensure that an individual's consent is given before seeking a Disclosure, and will seek his/her consent before using Disclosure information for any purpose other than recruitment.

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

Where additional disclosure information is provided to the Scottish Council of Jewish Communities and not to the Disclosure applicant, the Scottish Council of Jewish Communities will not disclose this information to the applicant or any other person. However, should this information affect the recruitment decision, the Council will inform the applicant of the fact that additional information has been provided, but not of the content of the information or its source.

Disclosure information will be stored in a locked non-portable container, for a maximum of 90 days. Only those authorised to see this information in the course of their duties will have access to this container.

Disclosure information will be destroyed by shredding.

No image or photocopy of the disclosure information will be made. However the following details will be retained:

- Date of issue of disclosure
- Full name or names of subject
- Disclosure type
- Position for which disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken.

The Scottish Council of Jewish Communities will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

The Scottish Council of Jewish Communities undertakes to make a copy of this policy available to any applicant for a post with the Council that requires a Disclosure.

When acting as an Intermediary Organisation (i.e. a body which processes applications for Standard or Enhanced Disclosures on behalf of another organisation), the Scottish Council of Jewish Communities will take all reasonable steps to ensure that the organisation on whose behalf the Council is acting, complies with the Code of Practice published by Scottish Ministers under Section 122(1) of the Police Act 1997 Part V, and with this policy. In particular, we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any body or individual at whose request applications for Disclosures are countersigned has such a written policy, and if necessary will provide a model policy for that body or individual to use or adapt for this purpose.