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# **Scottish Archery Association**

## **PVG Handling Policy**

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

## 1 Introduction

This policy is being introduced as part of the Scottish Archery Associations (SAA's) Child Protection procedures and guidelines.

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, will be referred to as Scheme Records.

This policy is required for Volunteer Scotland Disclosure Services (VSDS) enrolled organisations, of which the SAA is one, accessing Scheme Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

Definitions used in this document are defined in the SAA Child Protection Policy.

In accordance with the Scottish Government Code of Practice for registered persons and other recipients of disclosure information, Scottish Archery Association will ensure the following practice.

## 2 Disclosure of records

Scheme 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.

The SAA will ensure that an individual's consent is given before seeking a scheme record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Scottish Archery Association 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 in a locked non-portable container and the SAA will not retain such information for longer than it is relevant to their needs. 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 may be retained. Recipients of disclosure information may, 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 number of disclosure
- Recruitment decision taken

Where disclosure information is kept as a computer record, the information will be kept on an encrypted file and only accessed by those authorised to see it in the course of their duties

In line with the SAA's Information Security Policy, no details relating to disclosure or child protection issue will be passed by email. Any item sent by mail will be sent to the recipient by mail and clearly marked 'Private and Confidential'

The SAA will ensure that all members or staff with access to disclosure information are aware of this policy and have received relevant training and support. The Scottish Archery Association undertakes to make a copy of this policy available to any applicant for a post with the Scottish Archery Association that requires a scheme record.

For the purpose of coach licence renewal, only a coaches PVG membership number, the date of issue of their latest scheme record will be passed to the Archery GB Child Protection Officer.

### **3 Review and duration**

This policy will remain in force for a period of 3 years from the date of publication.

Prior to the end of the 3 year period, or earlier if required by any enactment of law, this policy will be reviewed by the Director of Member Services.