**Fishermoss Parent Staff Council**

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

**[For organisations registered with Volunteer Scotland Disclosure Services who are unable to meet the storage requirements of the Code of Practice]**

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual’s suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, Fishermoss Parent Staff Council 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.

The Fishermoss Parent Staff Council 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, Fishermoss Parent Staff Council 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 Fishermoss Parent Staff Council by a Chief Constable or Chief Officer of a relevant Police Force and not to the Disclosure Applicant concerned Fishermoss Parent Staff Council 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 accessed by Fishermoss Parent Staff Council will be retained and shredded by Volunteer Scotland Disclosure Services as per the requirements of the Code of Practice, in that the disclosure information will be destroyed immediately after it has been disclosed to the relevant person of Fishermoss Parent Staff Council.

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

**Disclosure Record Phone Results Service - 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.

Please be advised when using the Disclosure Records Phone Results Service, our staff can only convey disclosure information detailed in records accessed by Fishermoss Parent Staff Council directly by telephone to you as nominated contact of Fishermoss Parent Staff Council only when confirmation of the relevant security questions has been established. Failure by you to provide the correct answers to the required security questions will result in Volunteer Scotland Disclosure Services withholding the required information and an investigation by us may be carried out to establish why you as nominated contact do not have the required procedures in place, as per the Code of Conduct. Once the disclosure information has been passed the Disclosure Record will be shredded.

Please note that we do not keep a record of any data that is relevant to Disclosure Record accessed, for example; name of applicant, position applied for, recruitment decision taken, this is solely the responsibility of Fishermoss Parent Staff Council.

**Policy Approval & Review**

This policy will be reviewed yearly at the Fishermoss PSC AGM, any amendments required will be made, agreed, and approved at that time. Any changes required out with this time will require to be made in line with constitution.

**First Approved at GM: \_\_24/11/2022\_\_\_\_\_\_\_\_\_\_**

**Approved at AGM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved at AGM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Review Date: \_\_\_\_September 2023\_\_\_\_\_\_\_\_**