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

This policy was adopted at a meeting of:

Bananas Playgroup

Address *c/o Broughton Primary School
 Broughton
 ML12 6HQ*

On *28th August 2014*

At *AGM*

Signed Chairperson

Name (*print*)..... Chairperson

Witnessed by (*sign here*).....

Witnessed by (*print name*).....

Policy Statement

Introduction

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

General Principles

We comply with the Code and the 1997 and 2007 Acts regarding the handling, holding, storage, destruction and retention of PVG information provided by Disclosure Scotland. We comply with the Data Protection Act 1998 (“the 1998 Act”). We will provide a copy of this policy to anyone who requests to see it.

Usage

We will use disclosure information only for the purpose for which it was requested and provided. PVG information will not be used or disclosed in a manner incompatible with that purpose. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

Handling

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 PVG information to any unauthorised person. PVG information is only shared with those authorised to see it in the course of their duties. We will not disclose information provided under subsection 113B(5)2 of the 1997 Act, namely information which is not included in the certificate, to the subject.

Access and Storage

PVG information is kept in staffs personnel file. It is kept securely, in a lockable storage container. Access to storage units is strictly controlled and is limited to authorised named individuals, who are entitled to see such information in the course of their duties.

Retention

To comply with the 1998 Act, we do not keep PVG 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, and the purpose for which it was requested, the unique reference number of the PVG and details of our

decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

Disposal

We will ensure that PVG information is destroyed in a secure manner i.e. by shredding, pulping or burning. We will ensure that PVG information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).

Review completed (date)

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