

Policy on the secure handling, use storage and retention of disclosure information.

In accordance with the Scottish Executives Code of Practice, for registered persons or other recipients of disclosure information, we 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.
- We will ensure that an individual's consent is given before seeking a disclosure, and we will seek their consent before using disclosure information for any other purpose than recruitment.
- Disclosure information will only be shared with those authorised to see it.