



**CAIRNDOW COMMUNITY CHILDCARE Policy no.29**  
**Secure Handling, Use, Storage and Retention of Disclosure**  
**Information Policy**

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Limited.

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Cairndow Community Childcare Limited.

will ensure the following practice.

- Disclosures will only be requested when necessary and relevant to a particular post and updated every 2 years.
- Cairndow Community Childcare Limited will ensure that an individual's consent is given before seeking a disclosure, and will seek their 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 Cairndow Community Childcare Limited and not to the disclosure applicant, Cairndow Community Childcare Limited will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked filing cabinet, for a maximum of 6 months. 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:-
  1. Date of issue of disclosure
  2. Name of subject
  3. Disclosure type
  4. Position for which disclosure was requested

5. Unique reference number of disclosure

6. Recruitment decision taken.

- The Committee will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- Cairndow Community Childcare Limited undertake to make a copy of this policy available to any applicant for a post that requires a disclosure.

It is the responsibility of the staff and committee to monitor, evaluate and review the above arrangements and to adjust them according to need.