

# ACCESS NI PROCEDURE

*This Procedure and its associated Policy, are expressly excluded from your contract of employment with Bryson Charitable Group.*

## 1. INTRODUCTION

The purpose of this policy is to outline the responsibilities of Bryson Charitable Group (Bryson) regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure Information.

This procedure and the associated policy apply to all current employees of Bryson, agency workers and self-employed contractors. It also applies to volunteers where relevant.

Hard copies of all HR Policies and Procedures are available: to inspect in hard copy in your local HR Department; and/or in soft copy on request to the HR Department or your line manager.

## 2. STORAGE AND ACCESS

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Electronic records must be stored in secure, access-controlled systems.

## 3. HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed. We recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## 4. USAGE

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## 5. RETENTION

Once a recruitment (or other relevant appointment, regulatory or licensing) decision has been taken, we do not keep Disclosure information for any longer than 90 days. We comply with Access NI's Code of Practice requirement to ensure that it is not retained longer than is required

for the specific purpose of taking a decision on the applicant's suitability. After this, the information must be securely disposed of.

## 6. DISPOSAL

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the Access NI unique reference number of the Disclosure Certificate and the details of the recruitment decision.