

ACCESS NI POLICY

This policy and its supporting procedure are expressly excluded from your contract of employment with Bryson Charitable Group.

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.

GUIDING PRINCIPLES

1. **Access NI Policy and Procedure.** This policy is supported by the Access NI Procedure and you are asked to make yourself familiar with same.
2. **Intention.** The purpose of this policy is to outline the responsibilities of regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure Information.
3. **Access NI Compliance.** This policy and its supporting procedure ensure compliance with the **Rehabilitation of Offenders (Northern Ireland) Order 1978** and Bryson's **Service Level Agreement with Access NI**. As an organisation using Access NI to assess the suitability of applicants for positions of trust, Bryson complies fully with **Access NI's Code of Practice** regarding the correct handling, use, storage, retention, and disposal of Disclosure Applications and Disclosure Information.
4. **Consent.** Bryson does not receive a copy certificate from Access NI, therefore written consent will be obtained from the applicant when requesting and retaining a (copy of a) Disclosure certificate. If an applicant refuses consent for Bryson to retain a copy, the implications for their application will be explained, and a decision will be made on whether their application can proceed
5. **Our Culture.** Bryson's culture is intended to foster honesty and integrity and is underpinned by seven principles of behaviour. These are: selflessness; integrity; objectivity; availability;

openness; honesty; and leadership. All decisions and actions taken in the area of management of Access NI data must support and encourage these values.

6. **Equal Opportunities.** All participants are required to comply with the requirements of the Equal Opportunities Policy at every stage of the management of the Disclosure Applications and Disclosure Information. Any employee who is found to be discriminating in any way during the management of Access NI data will be subject to the disciplinary procedure and may be liable to summary dismissal. Additionally, Bryson ensures fairness in its approach to applicants with criminal records by adhering to its **Policy on the Recruitment of Ex-Offenders**
7. **Appointments Process Should Be Fair & Free From Bias.** Bryson is committed to ensuring all selection decisions are made without bias, favouritism or discrimination. The business requires all participants in the Access NI process to accept and adhere to this principle.
8. **Roles and Responsibilities.** It is everyone's responsibility to: adhere to, comply with and implement this policy and its associated procedure in full. All individuals involved in the Access NI process have responsibility for their own behaviour and actions in the interest of promoting equality of opportunity.
9. **Training.** It is a requirement that all individuals involved in the process have been trained in correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure Information; before they participate the process. Management are responsible for providing appropriate training to all involved.
10. **Honesty & Integrity.** All individuals are expected to be completely honest in all their actions under the Disclosure Applications and Disclosure Information activities. Including and not limited to information provided on applications and in interviews by applicants & candidates; as well as assessment, scoring, ranking and appointment decisions made by those involved in recruitment and selection decisions.
11. **Written Records (including electronic records).** Bryson complies fully with its obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, as well as Access NI's requirement that Disclosure Information is not retained beyond 90 days. Any information retained beyond this period must be justified under exceptional circumstances and in compliance with data protection laws.
12. **Complaints.** Any applicant, candidate or employee who considers that they have been unfairly treated or discriminated against during the Access NI process should write to the Head of Human Resources stating the grounds of the complaint. Any employee who wishes to complain about their experience of the Access NI process should do so by means of the Grievance Policy & Procedure.
13. **Review.** The effectiveness of this policy and its supporting procedure will be reviewed annually by the HR Department and action taken to update and/or amend as deemed appropriate at the time of review.