

# Policy

**Name:** ACCESS NI Information Management Policy  
**Version:** 2.0  
**Last Reviewed:** Dec 2018  
**Next Review:** Dec 2020

## **1.0 Statement**

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

## **2.0 Scope of Policy**

The policy applies to anyone working for Bryson Charitable Group including:

- All staff directly employed by Bryson Charitable Group

## **3.0 Objectives**

The main objectives of this policy are to:

- Ensure a consistent approach is applied to the management of ACCESS NI information
- Ensure compliance with ACCESS NI guidelines and updates
- Ensure compliance with all relevant legislation and Bryson Charitable Group Policies and Procedures
- Provide clear guidance to all parties

## **4.0 Guiding Principles**

Bryson Charitable Group complies fully with Access NI's Service Level Agreement regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information and in accordance with Bryson Charitable Group Data Protection Policy and Procedures.

## **5.0 Legal Requirements**

This policy complies with all relevant legislation, Police Act NI 1997, Data Protection Act 2018.

## **6.0 Responsibilities**

It is everyone's responsibility to: adhere to, comply with and implement this policy in full.

## **7.0 Process**

### **7.1 Storage and Access**

Disclosure information is be 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.

### **7.2 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.

### **7.3 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.

### **7.4 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 is necessary. We comply with AccessNI'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. Disclosure certificates will be returned to the applicant once a decision, recruitment or otherwise has been made and will be retained no longer than the agreed period.

### **7.5 Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g. 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 AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision.

## **8.0 Performance Measure & Review**

This policy will be reviewed and updated in line with Access NI standards and compliance.