



AccessNI Policy

June 2017 - May 2018



CONTEXT & OVERVIEW

Policy Prepared by:	Mr Gareth Gilvary
Approved by Board on:	15/05/2017
Policy became operational:	01/06/2017
Next review date:	01/05/2018

Introduction:

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, IGNITION Belfast CIC complies fully with AccessNI'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 1998 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information.

Storage & 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.

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.**

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.

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 Service Level Agreement to return the original Disclosure certificate to the applicant once a decision, recruitment or otherwise has been made and will be retained no longer than the agreed period.

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 AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision.



SECURITY STATEMENT

In seeking to ensure compliance with the AccessNI Code of Practice, IGNITION Belfast CIC implements the following steps when handling and storing Disclosure information.

IGNITION Belfast CIC will ensure that:

- Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
- Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
- it will not retain Disclosure certificates for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
- all sensitive and personal Disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
- it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
- it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.