Secure Handling, Use, Storage and Retention of Disclosure Information
[*For organisations registered with Volunteer Scotland Disclosure Services who are unable to meet the storage requirements of the Code of Practice*]

The North Berwick Pipe Band (hereafter referred to as "the Band") is fully committed to good practice in the administration of the charitable aspects of the Band.

For the purpose of this policy, Level 2, Level 2 with barred list check, PVG Scheme to Join and PVG Scheme for Existing Members will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, the Band will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

The Band will ensure that an individual's consent is given before seeking a disclosure record and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, the Band will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information accessed by the band will be retained and shredded by Volunteer Scotland Disclosure Services as per the requirements of the Code of Practice, in that the disclosure information will be destroyed immediately after it has been disclosed to the relevant person of the Band.

The Band will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.

Reviewed 04-August-2025