



# **DUNDEE MIXED MARTIAL ARTS**

**Youth and Community Sports Association**

## **SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION POLICY**

Dundee Mixed Martial Arts Youth And Community Sports Association is a charity registered in Scotland, No: SC039621

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of *Disclosure Information*\*, Dundee Mixed Martial Arts Youth And Community Sports Association (while being unable to meet the storage requirements of the Code of Practice) will ensure the following practice. Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.

Dundee Mixed Martial Arts Youth And Community Sports Association will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment. Further more, Dundee Mixed Martial Arts Youth And Community Sports Association will ensure that all sensitive personal information that is collated for the purposes of obtaining an enhanced disclosure will be managed confidentially at all times by those involved in the disclosure process.

Where non-conviction disclosure information is provided to Dundee Mixed Martial Arts Youth And Community Sports Association by a Chief Constable or Chief Officer of a relevant police force and not to the disclosure applicant concerned Dundee Mixed Martial Arts Youth And Community Sports Association will not disclose the actual details of the disclosure information to the disclosure applicant.

Disclosure information accessed by Dundee Mixed Martial Arts Youth And Community Sports Association will be retained and shredded by the Central Registered Body in Scotland 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 Dundee Mixed Martial Arts Youth And Community Sports Association.

Dundee Mixed Martial Arts Youth And Community Sports Association will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Dundee Mixed Martial Arts Youth And Community Sports Association undertake to make a copy of this policy available to any applicant for a post with the Dundee Mixed Martial Arts Youth And Community Sports Association that requires a disclosure.

\* *Disclosure Information* means conviction information (spent and unspent convictions) and non-conviction information (provided by Chief Constables/Chief Officers of relevant police forces) which can be contained in an enhanced disclosure certificate.