

# Sample Policy Statement

## General Principles

As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, **[Organisation Name]** 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 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information.

## Consent

The Applicant consents to our request to view the Disclosure certificate by passing to us a hyperlink to the certificate located inside the Applicant's AccessNI account. This valid certificate can be viewed once only via the hyperlink but can be requested multiple times of the Applicant. If our processes require that we make a copy, written consent will be obtained from the Applicant.

## Storage and Access

Disclosure information is be kept securely, in lockable, non-portable, storage containers or IT System folders with access strictly controlled and limited to those who are entitled to see it as part of relevant 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 destroy any copy that may have been made of the Disclosure certificate once a decision, recruitment or otherwise, has been made and the information will be retained no longer than the agreed period.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information (digital or paper) is immediately destroyed irrecoverably by secure and thorough means. 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.