



# **Vetting Policy – Handling, Use, Storage, Retention and Disposal of Disclosure information**

| <b>Version</b>                | <b>Date</b>                 | <b>Author</b> | <b>Changes</b> |
|-------------------------------|-----------------------------|---------------|----------------|
| 1.0                           | 1 <sup>st</sup> August 2017 | H. Adams      | New Document   |
| 1.1                           | Jan 2020                    | B. Ewing      | Updated        |
| Board Approved: February 2020 |                             |               |                |

## **General Principles**

Rowing Ireland uses the National Vetting Bureau and Access NI to help assess the suitability of applicants for positions and complies fully with the NVB's and Access NI's Codes of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. Rowing Ireland also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

## **Storage and Access**

Disclosure information is 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. Rowing Ireland will maintain a record of all those to whom Disclosures or Disclosure information has been revealed and note that 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 e.g. regulatory or for licensing purposes) decision has been taken, Rowing Ireland will not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

## **Disposal**

Once the retention period has elapsed, Rowing Ireland 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). Rowing Ireland 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 but not included on the Disclosure.

However, despite the above, we do keep a record of the date of issue of a Disclosure, the name of the subject, the subjects date of birth, the type of Disclosure requested, the position for which the

Disclosure was requested, the NVB or AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.