



Policy on Access Northern Ireland

Statement of Intent

Scouting Ireland avails of Access Northern Ireland to help assess the suitability of applicants for positions of trust and responsibility in relation to their work in the Association. Scouting Ireland complies with Access Northern Ireland's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information.

Use of Disclosure Information

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.

Handling of Disclosure Information

Disclosure information is passed to those who are authorised to receive it in the course of their duties only.

Access to and Storage of Disclosure Information

Access to Disclosure information is strictly controlled and limited to those who are entitled to see it as part of their duties. Disclosure information is kept securely, in lockable, non-portable, storage containers and access to these containers is strictly limited to those who are entitled to access it as part of their duties.

Retention of Disclosure Information

Once a recruitment decision has been taken, Scouting Ireland will not keep Disclosure information for any longer than is necessary. Information will not be retained but will be destroyed once a decision on membership (including any appeals process) has been made. However, Scouting Ireland will keep a record of the date of issue of a Disclosure, the name of the subject, the Access NI unique reference number of the Disclosure Certificate, and the details of the recruitment decision taken.

Disposal of Disclosure Information

Once the retention period has elapsed, the Disclosure information on applicants will be destroyed by means of on-site shredding. Scouting Ireland does not keep any photocopies of the Disclosure Information.