



Glenrothes Amateur Musical Association

(Affiliated to the National Operatic and Dramatic Association)



GAMA's Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, GAMA shall ensure the following practice.

- Disclosures shall only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate shall only be used for recruitment purposes.
- GAMA shall ensure that an individual's consent is given before seeking a disclosure, and shall seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information shall only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to GAMA and not to the disclosure applicant, GAMA shall not disclose this information to the applicant, but shall inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information shall be stored securely by the Child Protection Officer, for a maximum of 6 months. Only those authorised to see this information in the course of their duties shall have access to this information.
- Disclosure information shall be destroyed by shredding or incinerating.
- No image or photocopy of the disclosure information shall be made, however the following details shall be retained:-
 1. Date of issue of disclosure
 2. Name of subject
 3. Disclosure type
 4. Position for which disclosure was requested
 5. Unique reference number of disclosure
 6. Recruitment decision taken.
- GAMA shall ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- GAMA shall undertake to make a copy of this policy available to any applicant for a post with GAMA that requires a disclosure.