



Wick Players

14/14a Moray Street, Wick, Caithness, KW1 5QF
Registered Scottish Charity No. SC019009
Private Limited Company No. SC358114

Policy

Policy No. POL08

Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

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, Wick Players will ensure the following practice:

- Disclosures will only be requested when necessary and relevant, and the information provided on a disclosure certificate will only be used for membership purposes.
- Wick Players 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 membership.
- Disclosure information will only be shared with those authorised to see it.
- Where additional disclosure information is provided to Wick Players and not to the disclosure applicant, Wick Players will not disclose this information to the member but will inform them of the fact that additional information has been provided, should this information affect the membership decision.
- Disclosure information will be stored safely, in an organised manner in a lockable and non-portable item of storage, for the length of time it is required for only. Only those authorised and who require access to the items within their capacity of their role within the club will have access to it.
- Disclosure information will be destroyed safely and securely (i.e.- shredding).
- No image or photocopy of the disclosure information will be made unless a copy or copies are required for a valid reason. However, the following details will be retained: *date of issue of disclosure, name of subject, disclosure type, position for which disclosure was requested, unique reference number for disclosure, membership decision taken.*

Wick Players will ensure that all directors are aware of this policy.

This policy was adopted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:

Jayden Alexander

(Secretary)

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Wick Players undertake to make a copy of this policy and the code of practice available to all members.

This policy was adopted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:



Jayden Alexander

(Secretary)