

Code of Practice

In connection with the use of disclosure information and with the functions of registered persons

Purpose of the Code of Practice

The code is intended:

- to ensure that disclosure information released by Disclosure Scotland to registered persons including countersignatories, is used properly and fairly by those persons who are entitled to receive that information;
- to provide assurance to those individuals either applying for a Standard or an Enhanced Disclosure under the 1997 Act or making a disclosure request under the Protection of Vulnerable Groups (Scotland) Act 2007 ("the 2007 Act") that disclosure information will be used properly and fairly by the persons who are entitled to receive that information; and
- to ensure that disclosure information is handled and stored appropriately and is kept for only as long as necessary for the purpose it was requested and thereafter disposed of securely.

The obligations about the use of the disclosure information with which recipients of disclosure information must comply relate to:

- what registered persons and countersignatories who countersign applications or make declarations on disclosure must do;
- the fair use of disclosure information
- the handling of information; and
- assurance and audit

The Code sets out how those in receipt of disclosure information can comply with their obligations in relation to applications under the 1997 Act and to PVC Scheme disclosure requests under the 2007 Act.

If you have any questions concerning the Code of Practice please:

Call the Disclosure Scotland Helpline on 0870 609 6006,

E-mail info@disclosurescotland.co.uk, or

Visit the website at www.disclosurescotland.co.uk

The full Code of Practice is available from the website.