

SECURE HANDLING OF PVG DISCLOSURE INFORMATION POLICY

LINLITHGOW SPORTS CLUB

Requesting PVG Disclosure

PVG disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure will only be used for club members who coach or supervise young people under 18 years.

Linlithgow Sports Club (herein after referred to as the Club) will ensure that an individual's consent is given before seeking a PVG disclosure. The Club will ensure that all sensitive personal information that is collated for the purposes of obtaining a disclosure will be always managed confidentially by those involved in the disclosure process.

Sharing Information

PVG disclosure information will only be shared with those authorised to see it in the course of their duties, i.e. Sport Governing Bodies, the Club PVG Lead Signatories and Tennis Head Coaches. Any other LSC member who is in receipt of PVG disclosure certification either intentionally or unintentionally, either hard copy or digital must forward this information to the LSC PVG Lead Signatory immediately and then delete the digital copy from their files and/or shred hard copies.

Storage

Disclosure information will be stored in secure conditions as follows: -

Digital Certificates

Care will be taken in relation to electronic disclosure information, and the Club will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation. Access to digital certificates will be restricted to those who are entitled to see it in the course of their duties.

The digital certificates are stored on the hard drive of the Club PVG Lead Signatory's PC which is password protected.

Paper Disclosures

No photocopy or other images of the disclosure information will be retained.

Telephone Results

Should the Club request disclosure information by telephone from the VSDS, VSDS staff will only convey information detailed in disclosures to a Club PVG Lead Signatory once they have correctly answered the relevant security questions.

Failing to provide the correct answers to the required security questions will result in VSDS withholding the required information and may lead to an investigation being carried out to establish why the Club PVG Lead Signatory was unable to provide the required security information.

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Retention

The Club will not retain disclosures for longer than is necessary for the purpose for which the disclosure record was obtained. PVG disclosures will be destroyed securely on receipt of an updated PVG disclosure, and they will not be retained beyond the last day that a scheme member is carrying out regulated work for our organisation.

Destruction/Deletion

The Club will take reasonable steps to ensure that disclosure information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images from digital certificates will also be deleted permanently from both the email address where it was received and from where it is stored.

The Club will ensure that all members with access to disclosure information are aware of this policy and have received training and support to help them to comply with this policy. A copy of this policy will be made available on the Club website

Record Keeping

The Club will maintain a summary digital record of all Club members PVG's. Each individual entry will be deleted along with the digital disclosure when there is either an updated disclosure or the member ceases doing regulated work. The information in this record is as follows: - Member's Name, Level of Disclosure, Position, Date of PVG Certification issued, PVG Certificate Number, PVG Membership Number, Digital Disclosure Copy Stored and Date Destroyed.

See Appendix 1 - the template version of the PVG Disclosure Tracking Record

APPENDIX 1. LINLITHGOW SPORTS CLUB – PVG DISCLOSURE TRACKING RECORD

NAME	LEVEL OF DISCLOSURE	POSITION	DATE ISSUED	CERTIFICATE NUMBER	MEMBERSHIP NUMBER	DIGITAL STORED	DATE DESTROYED