

Secure Handling, Use, Storage and Retention of Disclosure information - Access NI

Your World

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Purpose

To comply with The Access NI Code of Practice issued by the Department of Justice.

To comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

To fulfil the Access NI registered body obligations.

Scope

Any temporary workers working via Your World Recruitment Ltd, any employees of Your World Recruitment involved in the recruitment and selection process, any clinical governance team involved in the vetting and screening process.

Process

Your World Recruitment Group Ltd will co-operate with requests from AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure Information.

Your World Recruitment Group Ltd will report to AccessNI any suspected malpractice in relation to this code or any suspected offences in relation to the misuse of Disclosures.

Secure Handling and Use of Information

Disclosure Information is not passed to persons not authorised to receive it under section 124 of the Act.

Details of registrations are confidential and only selected countersignatories will have access to AccessNI portal.

Only Lead Contersignatory will have access to all processed disclosures. Login details are not be shared with any third party.

AccessNI disclosures copy is requested from the applicant following the status check by the relevant countersignatory.

The copy of the disclosure is available only to those who need to have access in the course of their duties.

We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and note that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

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.

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Retention of Information

For the purpose of the NHS audits, we will store the Access NI disclosures for at least 12 months or until the first audit on our CRM system.

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed.

We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure.