

AYR UNITED FOOTBALL ACADEMY



POLICY **DATA PROTECTION**
FOR **POLICY**
VERSION **VOLUNTEERS** **AND**
 STAFF
 1.2

Created
Reviewed by Board of Management
Review date

2006
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OVERVIEW

“Ayr United Football Academy adheres to the principles enshrined in the Data Protection Act 1998. The Academy is working towards adopting a framework for the practical implementation of these principles including the monitoring and review of the holding and sharing of all personal information held within the Academy.”

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, the Ayr United Football Academy will ensure the following practice.

Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.

The Ayr United Football Academy 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 recruitment. Disclosure information will only be shared with those authorised to see it in the course of their duties.

Where additional disclosure information is provided to the Ayr United Football Academy and not to the disclosure applicant, the Ayr United Football Academy will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.

Disclosure information will be stored in a locked non-portable container, for a maximum of 3 months. Only those authorised to see this information in the course of their duties will have access to this container.

Disclosure information will be destroyed by shredding.

No image or photocopy of the Disclosure information may be retained. Recipients of Disclosure information may, however, keep a record of the following:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken.

The Ayr United Football Academy will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. The Ayr United Football Academy undertakes to make a copy of this policy available to any applicant for a post with the Ayr United Football Academy that requires a disclosure.