



## TENNIS ULSTER CODE OF PRACTICE ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

**Tennis Ulster** agrees to abide by the following conditions in relation to all Disclosure information as described in the Access NI Code of Practice.

**Tennis Ulster** will ensure that:

- Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
- Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
- it will not retain Disclosures or a record of Disclosure information for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
- Once the retention period has elapsed we will ensure that any Disclosure Information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representative of the contents of the Disclosure. However, despite the above we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the Access NI unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

- it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
- it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.

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