

# PVG Certificate Information Handling, Storage, Retention And Disposal Policy



**Applies to:** All employees, local coordinators, host families, guardians, contractors and volunteers requiring a PVG Scheme Record or PVG Scheme Membership Statement.

## 1. Purpose

British Guardianship is committed to safeguarding and promoting the welfare of children and young people. As part of our safer recruitment procedures, we obtain and review Protection of Vulnerable Groups (PVG) Scheme disclosures where appropriate.

This policy sets out the procedures for the secure handling, storage, use, retention and disposal of PVG certificate information in accordance with:

- Disclosure Scotland Code of Practice
- UK GDPR
- Data Protection Act 2018
- Relevant safeguarding legislation and guidance

## 2. Scope

This policy applies to all PVG certificate information received by British Guardianship in connection with:

- Local Coordinators
- Guardians
- Host Families
- Employees
- Volunteers
- Contractors undertaking regulated roles with children

## 3. General Principles

British Guardianship complies fully with the Disclosure Scotland Code of Practice regarding the correct handling, use, storage, retention and disposal of PVG certificate information.

We recognise that criminal record information is sensitive personal data and will only be handled for legitimate safeguarding and recruitment purposes.

British Guardianship will:

- Process PVG information lawfully, fairly and transparently.
- Use PVG information only for assessing suitability for a role involving responsibility for children or young people.
- Limit access to authorised personnel only.
- Retain information only for as long as necessary.
- Dispose of information securely when no longer required.

## 4. Storage and Access

PVG certificate information will be stored securely and access will be strictly controlled.

Electronic records will:

- Be stored within secure, password-protected systems.
- Be accessible only to authorised staff involved in safeguarding or recruitment.
- Be protected by appropriate cybersecurity measures.

Paper records, where retained temporarily, will:

- Be stored in locked cabinets.
- Be accessible only to authorised personnel.
- Not be left unattended or unsecured.

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Access is restricted to individuals who require the information in the course of their duties.

## 5. Use of PVG Information

PVG certificate information will only be used for the specific purpose for which it was requested and for which the applicant has provided consent. Disclosure information will only be considered in relation to:

- Suitability for the role.
- Safeguarding responsibilities.
- Risk assessment processes.
- Compliance with legal or regulatory requirements.

Information will not be used for any unrelated purpose.

## 6. Handling and Disclosure

PVG information will only be shared with individuals authorised to receive it as part of their duties. British Guardianship will maintain confidentiality at all times and will:

- Limit discussion of disclosure information to those directly involved in the recruitment or safeguarding decision.
- Record who has accessed disclosure information.
- Prevent unauthorised copying, distribution or disclosure.

Any breach of confidentiality may result in disciplinary action and may constitute a criminal offence.

## 7. Retention

British Guardianship will not retain PVG certificate information for longer than necessary.

Following completion of the recruitment or suitability assessment process, disclosure information will be retained only for the period required to:

- Resolve disputes or complaints.
- Demonstrate compliance with safeguarding procedures.
- Meet regulatory or inspection requirements.

Where possible, British Guardianship will retain only a record of:

- Name of applicant.
- Date of disclosure.
- PVG reference details.
- Position applied for.
- Recruitment decision.

A copy of the disclosure certificate itself will not normally be retained.

## 8. Disposal

When retention is no longer required, PVG certificate information will be destroyed securely.

Paper records will be:

- Cross-cut shredded or disposed of through a confidential waste service.

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Electronic records will be:

- Permanently deleted from all systems.
- Removed from backups in accordance with the organisation's data retention procedures.

Disclosure information will never be disposed of in unsecured waste bins or other insecure methods.

## 9. Data Protection

British Guardianship processes disclosure information in accordance with: **UK GDPR, Data Protection Act 2018, British Guardianship Data Protection Policy, British Guardianship Privacy Notice**. Individuals have the right to request information about how their personal data is processed.

## 10. Monitoring and Review

This policy will be reviewed annually or sooner if there is a change in legislation, Disclosure Scotland guidance, AEGIS requirements or organisational practice.