



The purpose of this policy is to outline the responsibilities of Brison Charitable Group regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure Information.

The policy applies to anyone working for Brison Charitable Group including:

- All staff directly employed by Brison Charitable Group

The main objectives of this policy are to:

- Ensure a consistent approach is applied to the management of ACCESS NI information
- Ensure compliance with ACCESS NI guidelines and updates
- Ensure compliance with all relevant legislation and Brison Charitable Group Policies and Procedures
- Provide clear guidance to all parties

Brison Charitable Group complies fully with Access NI regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with obligations under the Data Protection Act 2018 and other relevant legislative requirements with regards to the safe handling, storage, retention and disposal of Disclosure Information and in accordance with Brison Charitable Group Data Protection Policy and Procedures.

7.0

7.1 Storage and Access

Disclosure information is be kept secure, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

7.2 Handling