**THRESHOLD POLICY STATEMENT**

**General Principles**

As an organisation using ACCESS NI to help assess the suitability of applicants for positions of trust. Threshold complies fully with ACCESS NI’s code of practice regarding the correct handling, use, storage retention and disposal of disclosure applications and disclosure information. We also comply fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of disclosure information.

**Storage and Access**

Disclosure information is to be kept securely, 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.

**Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage**

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.

**Retention**

We only apply for disclosure information on those applicants who are successful at interview stage, we retain this information which is destroyed once an employee leaves our employment or the applicant does not get through the full recruitment process.

**Disposal**

We will ensure that any disclosure information is destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any unsecured receptacle (e.g. waste-bin or confidential sack). We will not keep any photocopying 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. 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.