

Privacy Statement:

Disclosure Scotland is fully committed to compliance with the Data Protection Act 1998 and all our operations and processes are in accordance with the Act. We require information from you, police forces and police records to prevent crime and to protect the vulnerable. It will only be disclosed to legitimate organisations who have a legal right to have access to this information under Part V of the Police Act 1997, or can display a legal right to do so. Disclosure Scotland reserves the right to share information with the police where it believes a crime may have been committed. The Data Protection Act 1998 (DPA) creates safeguards which protect information about you and creates rights for you to access it.

The Act also places obligations on organisations who control the data (these are referred to as data controllers).

The following principles apply when we handle your personal information:

Overall Principles:

- Your personal information is only processed with your knowledge
- Only information we need is collected and processed
- Your personal information is only seen by those who need it to do their jobs
- Personal information is retained only for as long as it is required
- Decisions affecting you are made on the basis of reliable and up to date information
- Your information is protected from unauthorised or accidental disclosure
- Inaccurate or misleading data will be corrected as soon as possible
- Procedures are in place for dealing promptly with any disputes

Registered Bodies using personal information must comply with the Data Protection Act and Disclosure Scotland's Code of Practice.

The Data Protection Act regulates how personal information is used and protects individuals from misuse of their personal details.

It provides a common-sense set of rules which prohibit the misuse of an individual's personal information without stopping it being used for legitimate or beneficial purposes.

Data Protection Principles

– require personal information to be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;

- accurate;
- not kept longer than necessary;
- processed in accordance with your rights;
- kept secure;
- not transferred abroad without adequate protection.