

## **Ulster GAA Policy for Handling Retention & Disposal of AccessNI Identity Documents and Disclosure Certificates**

**General Principles:** As an organisation using AccessNI to help assess the suitability of applicants for positions of trust, Ulster GAA complies fully with AccessNI's Code of Practice 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 legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

**Storage and Access:** ID Documents and Disclosure information is 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. Ulster GAA Databases are held in a secure location and access is locked down to three members of the Safeguarding team in Ulster. URL access is protected by a Username and password combination unique to each user with a long complex password pattern, a second username and password to access the system itself. A 2-Step Verification code must be entered using Google Authenticator app setup via the users mobile phone.

**Handling:** 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:** ID Documents and 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:** Once a recruitment decision has been taken, Disclosure certificates are returned to the applicant and we do not keep ID Documentation documents for longer than 90 days. All personnel engaged in activity that requires vetting are entered on a database which includes their name, club, position, disclosure Certificate Number and decisions or constraints applying to the individual concerned.

**Disposal:** Once the retention period has elapsed, we will ensure that ID Documents, Disclosure Certificates and information contained therein is destroyed by secure shredding via Shredbank. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure Certificate or any other relevant non-conviction information supplied by police or otherwise but not included on the Disclosure Certificate. However, despite the above, we would keep a record of the date of issue of a Disclosure Certificate, the name of the subject, the type of Disclosure involved, the position for which the Disclosure was requested, the AccessNI Case Tracking reference number of the Disclosure Certificate and the details of the recruitment decision taken.