

ID No.	Name of Information Group	What is the information	What is the source for this information	What is it held on and where?	Volume	Personal or Personal Sensitive data
Example	Registered Body, Removal, Refusal or Withdrawal of Registration	Has data that relates to bodies that for some reason have not been or are refused registration.	EG telephone call notes	In shared network drive filepath: x:\abc\def\regbodyrefusal.xlsx	160 row entries	Includes PS data
1.1	PVG Application to Join Form	Personal information about the applicant. Contains Name, address, DoB, previous addresses and can include passport number, driving licence number, National Insurance number and the applicants signature. Some forms will have payment information completed on them.	Applicant - completing form.	Form is stored in locked cabinet until processed.	Depends on forms received - can have up to 3000 forms in busy periods.	Includes PS data
1.2	PVG Existing Member Form	Personal information about the applicant. Contains Name, DoB, PVG membership number and the applicants signature. Some forms will have payment information completed on them.	Applicant - completing form.	Form is stored in locked cabinet until processed.	Depends on forms received - can have up to 3000 forms in busy periods.	Includes PS data
1.3	Police Act Application Form	Personal information about the applicant. Contains Name, address, DoB, previous addresses and can include passport number, driving licence number, National Insurance number and the applicants signature. Some forms will have payment information completed on them.	Applicant - completing form.	Form is stored in locked cabinet until processed.	Depends on forms received - we do not receive as many Police Act forms, we'd rarely have over 200 on site.	Includes PS data
1.4	Covering Letter	Additional information about the applicant - may be notification of a name change or an address change.	Applicant - attaching additional information	Placed with form, form is stored in locked cabinet until processed.	A subset of the number of forms that have been sent in.	Includes PS data
1.5	Returned Application Form	The same as 1.1, 1.2 and 1.3 but where the form has been returned to the organisation for amending and then re-submitted.	Applicant - completing form.	Form is stored in locked cabinet until processed.	Depends on forms received - can have up to 3000 forms in busy periods.	Includes PS data
1.6	Cover Sheet	Signature and signatory code of the person who is submitting the application to ourselves for processing.	Registered signatory completing the form.	Form is stored in locked cabinet until processed.	As each sheet can have multiple applications on it, tends to be less held than actual forms.	
2.1	Scheme Record Certificate	Name, date of birth, address, PVG membership number, what parts of the PVG scheme they are a member for, whether they are under consideration or listed as being unsuitable to do regulated work. Convictions and alternatives to prosecution, cautions, prescribed court orders, sex offenders notification requirements and other relevant information. The information from convictions onwards is released if allowed under the PVG scheme and the ORI is released by the police.	Disclosure Scotland produce the certificate based on information held by themselves, the police, the courts, regulatory bodies and other parties.	Certificate is stored in locked cabinet until sent out to submitting organisation.	Depends on certificates received - we can have between 0 and 1000 certificates on site, reliant on applications submitted and being returned by Disclosure Scotland.	Includes PS data
2.2	Short Scheme Record Certificate	Name, date of birth, address, PVG membership number, what parts of the PVG scheme they are a member for, whether they are under consideration or listed as being unsuitable to do regulated work.	Disclosure Scotland produce the certificate based on information held by themselves, the police, the courts, regulatory bodies and other parties.	Certificate is stored in locked cabinet until sent out to submitting organisation.	Depends on certificates received - we can have between 0 and 1000 certificates on site, reliant on applications submitted and being returned by Disclosure Scotland.	Includes PS data
2.3	Police Act Certificate	Name, date of birth and address of the applicant. Also vetting information which is considered to be unspent under the Rehabilitation of Offenders Act.	Disclosure Scotland produce the certificate based on information held by themselves, the police and the courts.	Certificate is stored in locked cabinet until sent out to submitting organisation.	Depends on certificates received - we can have between 0 and 1000 certificates on site, reliant on applications submitted and being returned by Disclosure Scotland.	Includes PS data
2.4	Telephone Results	As per 2.1, 2.2 and 2.3 these are certificates that are stored for a longer period of time as the organisation has requested that they be given the information over the telephone instead.	Disclosure Scotland produce the certificate based on information held by themselves, the police and the courts.	Certificate is stored in locked cabinet until sent out to submitting organisation.	Depends on applications being from organisations who are enrolled for telephone results rather than the certificate being sent through the post - we can have between 0 and 50 certificates on site, reliant on applications submitted and being returned by Disclosure Scotland.	Includes PS data
3.1	Organisational Details	We hold the name of the organisation, address, postcode, telephone number, email address, contact history, copies of letters sent to the group and also initial contact details from their enrolment	Originating organisation.	Straker - Scots Network, servers stored on Scottish Government sites.	We currently have around 4000 different organisations enrolled on Straker.	
3.2	Lead Signatory Details	We hold the name of the signatory, telephone number, email address, answers to security questions (such as middle name, mothers maiden name) and a copy of their signature. Note that older records may also have address and date of birth information.	Originating organisation - see 5.1	Straker - Scots Network, servers stored on Scottish Government sites. Contact details are also stored on Salesforce	We currently have around 4100 lead signatories	Includes PS data
3.3	Additional Signatory Details	We hold the name of the signatory, telephone number, email address, answers to security questions (such as middle name, mothers maiden name) and a copy of their signature. Note that older records may also have address and date of birth information.	Originating organisation - see 5.2	Straker - Scots Network, servers stored on Scottish Government sites.	We currently have around 2600 additional signatories	Includes PS data
3.4	Secondary Information	Organisation name. Name, address, telephone number and email address of the main contact for the secondary group.	Originating organisation and the secondary body	Straker - Scots Network, servers stored on Scottish Government sites.	We currently have around 3300 secondary bodies.	

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4.1	Applicant Information	Name, date of birth, gender, position applied for, level of check and identification seen by originating organisation.	Information taken directly from the application form (as set out in 1.1, 1.2 and 1.3).	Straker - Scots Network, servers stored on Scottish Government sites.	There are around 55000 applications submitted to us per year.	Includes PS data
5.1	Add a new Lead Signatory	Name, town of birth, mothers family name and signature of new signatory. Also signature and signatory code of the countersigning signatory	Enrolled organisation.	Enrolment and Assessment team store the information in the locked cabinet until such time as the information is processed.	There are new signatories added via 6.1 but also from existing organisations - there is no set number that would occur during a period. This year we are averaging 95 new signatories a month,	Includes PS data
5.2	Add a new additional signatory	Name, town of birth, mothers family name and signature of new signatory. Also signature and signatory code of the countersigning signatory	Enrolled organisation.	Enrolment and Assessment team store the information in the locked cabinet until such time as the information is processed.	There are new signatories added via 6.1 but also from existing organisations - there is no set number that would occur during a period. This year we are averaging 95 new signatories a month,	Includes PS data
6.1	Organisational Enrolment	Paper copy of organisational information - name, address etc but may also be copies of financial statements and similar to show that they are a QVO.	VSDS create the form, the organisation completes the form and attaches additional information - they then return the form to VSDS.	Enrolment and Assessment team store the information in the locked cabinet until such time as the information is processed.	There are between 15 and 40 new enrolments per month - ones held in office will be dependent on when the information comes in.	
6.2	Secondary Organisation Enrolment	Paper copy of organisational information - name, address and signatory information	Originating organisation and the secondary body	Enrolment and Assessment team store the information in the locked cabinet until such time as the information is processed.	Dependent on the numbers of forms that are received by VSDS.	

ID No.	Name of Information Group	Grounds for processing sensitive personal data	Information Asset Owner and Role	Who has access within DS? Role?	Who is it shared with externally?	Retention	CIA - Risks / Impact
Example	Registered Body, Removal, Refusal or Withdrawal of Registration		[Name] Compliance Manager	Access is restricted to named individuals in Compliance Team, plus X, Y and Z job roles	Information is shared with P,Q and R	20 years	Loss of Confidentiality: - safety impact; - privacy impact; Loss of Availability: Loss of Integrity:
1.1	PVG Application to Join Form		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation. Disclosure Scotland	Until form is processed - between 1 and 15 days. Forms are then sent to Disclosure Scotland or returned to submitting organisation	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
1.2	PVG Existing Member Form		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation. Disclosure Scotland	Until form is processed - between 1 and 15 days. Forms are then sent to Disclosure Scotland or returned to submitting organisation	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
1.3	Police Act Application Form		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation. Disclosure Scotland	Until form is processed - between 1 and 15 days. Forms are then sent to Disclosure Scotland or returned to submitting organisation	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
1.4	Covering Letter		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation. Disclosure Scotland	Until form is processed - between 1 and 15 days. Forms are then sent to Disclosure Scotland or returned to submitting organisation	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
1.5	Returned Application Form		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation. Disclosure Scotland	Until form is processed - between 1 and 15 days. Forms are then sent to Disclosure Scotland or returned to submitting organisation	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
1.6	Cover Sheet		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Until the form is processed - between 1 and 15 days. Cover sheet is then placed in confidential waste sack and shredded in secure conditions.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
2.1	Scheme Record Certificate		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Until the certificate is processed, between 1 and 5 days - the nominated signatory is selected from the application record and the certificate is then send to them.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
2.2	Short Scheme Record Certificate		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Until the certificate is processed, between 1 and 5 days - the nominated signatory is selected from the application record and the certificate is then send to them.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
2.3	Police Act Certificate		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Until the certificate is processed, between 1 and 5 days - the nominated signatory is selected from the application record and the certificate is then send to them.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
2.4	Telephone Results		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Three attempts are made to contact the signatory and pass on the information. If this is not able to be completed then a letter is sent to the signatory and the certificate is stored within the lockable filing cabinet in the telephone results book for a period of 60 days from the letter being sent.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
3.1	Organisational Details		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation.	Until VSDS are informed that the information is no longer required - then it is marked for deletion. This removes it from the front end of Straker and the information will be fully deleted when a yearly clean up of the system is undertaken.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
3.2	Lead Signatory Details		Ewen McMartin / AlanStevenson	All Volunteer Scotland Disclosure Services staff.	Originating organisation, if requested. Disclosure Scotland are also given a copy of the current list of signatories to assist with removal of people no longer in regulated work.	Until VSDS are informed that the signatory is no longer acting on behalf of the enrolled group - then it is marked for deletion. This removes it from the front end of Straker and the information will be fully deleted when a yearly clean up of the system is undertaken.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
3.3	Additional Signatory Details		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation, if requested. Disclosure Scotland are also given a copy of the current list of signatories to assist with removal of people no longer in regulated work.	Until VSDS are informed that the signatory is no longer acting on behalf of the enrolled group - then it is marked for deletion. This removes it from the front end of Straker and the information will be fully deleted when a yearly clean up of the system is undertaken.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:
3.4	Secondary Information		Ewen McMartin	All Volunteer Scotland Disclosure Services staff.	Originating organisation if requested. Disclosure Scotland if there is a query on an applicant that the secondary body have submitted for.	Until VSDS are informed that the group is no longer accessing disclosures through the intermediary body. If the main point of contact changes then that would also be updated, there we would just overwrite the existing information with the new details. - then it is marked for deletion. This removes it from the front end of Straker and the information will be fully deleted when a yearly clean up of the system is undertaken.	Loss of Confidentiality: - -privacy impact; Loss of Availability: Loss of Integrity:



ID No.	Name of Information Group	Get a copy for analysis	Y/N	Legal - what is our lawful basis for processing?	Business Justification
Example	Registered Body, Removal, Refusal or Withdrawal of Registration	Anonimised copy obtained for analysis	Yes	The PVG legislation sets out what information is required.	DS need to understand why organisations have been refused in case of future challenge, etc.
1.1	PVG Application to Join Form			Legal obligation/legitimate interests	VSDS require the form to be able to process the application.
1.2	PVG Existing Member Form			Legal obligation/legitimate interests	VSDS require the form to be able to process the application.
1.3	Police Act Application Form			Legal obligation/legitimate interests	VSDS require the form to be able to process the application.
1.4	Covering Letter			Legal obligation/legitimate interests	VSDS require the information to be able to process the application - of the appropriate button has been crossed on the form OR the information is required by Disclosure Scotland to complete the processing of the application.
1.5	Returned Application Form			Legal obligation/legitimate interests	VSDS require the form to be able to process the application.
1.6	Cover Sheet			Legal obligation/legitimate interests	VSDS require the signature of the signatory to confirm that the registered person has at least seen the applications that are being submitted.
2.1	Scheme Record Certificate			Legal obligation/legitimate interests	This is the end of the disclosure process for VSDS, we have submitted an application on behalf of an organisation and now return the information that this has generated to the submitting organisation.
2.2	Short Scheme Record Certificate			Legal obligation/legitimate interests	This is the end of the disclosure process for VSDS, we have submitted an application on behalf of an organisation and now return the information that this has generated to the submitting organisation.
2.3	Police Act Certificate			Legal obligation/legitimate interests	This is the end of the disclosure process for VSDS, we have submitted an application on behalf of an organisation and now return the information that this has generated to the submitting organisation.
2.4	Telephone Results			Legal obligation/legitimate interests	This is the end of the disclosure process for VSDS, we have submitted an application on behalf of an organisation and now return the information that this has generated to the submitting organisation.
3.1	Organisational Details			Legal obligation/legitimate interests	VSDS require to have contact details of the organisations that are accessing disclosure checks. There may be several years between contacts with some groups - generally we will delete when informed the group has ceased or are undertaking their disclosure elsewhere.
3.2	Lead Signatory Details			Legal obligation/legitimate interests	VSDS require to have contact details of the lead signatory for all groups that are accessing disclosure checks. There may be several years between contacts with some groups - generally we will delete when informed the group has ceased or are undertaking their disclosure elsewhere.
3.3	Additional Signatory Details			Legal obligation/legitimate interests	VSDS require to have contact details of the additional signatories for all groups that are accessing disclosure checks. There may be several years between contacts with some groups - generally we will delete when informed the group has ceased or are undertaking their disclosure elsewhere.
3.4	Secondary Information			Legal obligation/legitimate interests	Not all groups have the resources or requirements to be able to access disclosure checks themselves - to ensure they can access checks we allow them to be enrolled via an intermediary body. They still have to meet to the relevant legal requirements of the disclosure system.

ID No.	Name of Information Group	Get a copy for analysis	Y/N	Legal - what is our lawful basis for processing?	Business Justification
Example	Registered Body, Removal, Refusal or Withdrawal of Registration	Anonimised copy obtained for analysis	Yes	The PVG legislation sets out what information is required.	DS need to understand why organisations have been refused in case of future challenge, etc.
4.1	Applicant Information			Legal obligation/legitimate interests	Information is required to be stored to be able to pass back the certificates to the appropriate people as well as allowing us to check information that has been requested by Disclosure Scotland or Police Scotland. Also can provide information to organisations and use applications and the information stored within as a vital part of our reporting process.
5.1	Add a new Lead Signatory			Legal obligation/legitimate interests	VSDS require to ensure that the person who is being added as a signatory has been appropriately checked by their organisation as being who they say they are - no application can be processed without authorisation of a registered signatory. Signatories signature is stored to check against future applications.
5.2	Add a new additional signatory			Legal obligation/legitimate interests	VSDS require to ensure that the person who is being added as a signatory has been appropriately checked by their organisation as being who they say they are - no application can be processed without authorisation of a registered signatory. Signatories signature is stored to check against future applications.
6.1	Organisational Enrolment			Legal obligation/legitimate interests	VSDS require to ensure that an organisation that is looking to enrol with us is entitled to free disclosure checks and is undertaking regulated work.
6.2	Secondary Organisation Enrolment			Legal obligation/legitimate interests	Not all groups have the resources or requirements to be able to access disclosure checks themselves - to ensure they can access checks we allow them to be enrolled via an intermediary body. This is the form they supply to us with the justification as to why they can access checks.