PINEAPPLE PARTNERS

Disclosure Information Handling Policy (Northern Ireland)

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1. Purpose

Where Pineapple Partners recruits for roles in Northern Ireland that require a criminal record check, disclosures are obtained through AccessNI. This policy mirrors our DBS handling policy for the Northern Ireland regime and follows the AccessNI Code of Practice.

2. General principles

- Disclosure information is used only for the purpose for which it was requested, and for no other.
- It is passed only to those authorised to see it in the course of their duties; unauthorised disclosure can be an offence.
- A criminal record is not an automatic bar to work: our Recruitment of Ex-Offenders (Northern Ireland) policy applies.

3. Consent

Checks are made only with the applicant's knowledge and consent, at the level appropriate to the role, and applicants are told what the check involves and how the information will be used.

4. Storage, access and handling

Disclosure information is kept apart from the general candidate file, in secure, access-controlled storage. We log who has seen it and when. Content is discussed only so far as the recruitment decision requires.

5. Retention and disposal

Disclosure information is retained only as long as the recruitment decision needs, and in any event in line with the AccessNI Code of Practice, ordinarily no longer than six months, after which it is destroyed securely: shredded if paper, erased if digital. We may keep only the fact of the check, its date, level and reference for our audit trail.

6. Review

The Compliance Manager owns this policy and reviews it annually, alongside the AccessNI Code of Practice.