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**Non-Affiliate Organisations**

**Secondary Organisations Contract**

This form should be completed when an organisation requires Scottish Golf to access and manage the disclosure records that have been accessed on their behalf and pass the details to the organisation through written or oral communication.

Part 1 – to be completed by the Organisation

Name of Countersignatory Body:

Scottish Golf

Name of Secondary Organisation:

Name of person within the Secondary Organisation who will receive information relative to Disclosure Records and Disclosure Record Updates from Scottish Golf through written or oral communication:

***Name of Child Protection Officer (CPO)***

Address of Secondary Organisation for communication to be sent:

Tel no: Email:

***Email of CPO***

***Number of CPO***

Tel no: Email:

Please provide a brief description of the purpose of your organisation and detail the reasons for your entitlement to obtain disclosure records.

As an organisation operating in the golf industry in Scotland, the safeguarding of children and protected adults is of the upmost importance to us.

The organisation engages in junior golf programmes and activities and we ensure that all our paid and unpaid junior workers are PVG checked prior to undertaking regulated work.

Which positions will you require the individual to obtain a Scheme Record or Scheme Record Update?

|  |  |  |
| --- | --- | --- |
| Position | Level | Child/Adult/Both |
| Safeguarding Officer | PVG | Both |
| Childcare Volunteer Coach | PVG | Children |
| Childcare Professional Coach | PVG | Children |
| Junior Convener | PVG | Children |
| Junior Helper | PVG | Children |
| Professional Coach | PVG | Both |
| Volunteer Coach | PVG | Both |

I understand that it is the responsibility of ­­­­­­­­­­­­­­­­­­­­­­ Scottish Golf to have responsibility for:

* ensuring the Ministerial Code of Practice is implemented at all times when submitting Scheme Record or Existing PVG Scheme Member applications by my organisation,
* ensuring Scheme Record or Existing PVG Scheme Member applications submitted by my organisation are completed correctly;
* ensuring my organisation understands its obligations and completes and signs up to a non-affiliate organisation contract with Scottish Golf.

|  |
| --- |
| Scottish Golf has a Fair Processing Notice and will provide a recruitment decision in writing to the organisation.  Disclosure information will be stored in a locked nonportable container and we not retain such information for longer than it is relevant to our needs. Disclosure information will be destroyed by shredding. Records will be kept of: Date of issue of disclosure record, name of applicant, disclosure type, position, disclosure number and recruitment decision taken. |

How and when will you record the information/certificate passed to you in relation to the Scheme Record and Short Scheme Record by Scottish Golf? (Please be aware that Disclosure Certificates are governed by the PVG Code of Practice whilst any tracking sheet is governed by Data Protection legislation.)

Does your organisation have a policy on the storage of the information? Yes  No

**Now complete the declaration on page 3.**

**Declaration**

Do you agree that the information received will not be disclosed to any other

persons other than those entitled to see it in the course of their official duties? Yes  No

Have you read and understood the Code of Practice published by Scottish

Ministers giving information on how the PVG scheme should be operated? Yes  No

Do you understand that unauthorised disclosure of information on a Scheme

Record or Short Scheme Record is a criminal act? Yes  No

Do you understand that having a criminal record should not necessarily

debar an ex offender from a position? Yes  No

Do you understand that you must inform Scottish Golf if you leave Yes  No

your position or no longer wish to act as the nominated person for receiving

disclosure records?

Are you aware that you can be contacted by Yes  No

Disclosure Scotland regarding any matters that relate

to the compliance of the relevant legislation at any time?

Do you understand that you cannot use the information which appears on Yes  No

a Scheme Record or Short Scheme Record for any purpose other than

those for which it has been provided?

Do you understand that Scottish Golf can carry out an audit Yes  No

on an annual basis.

Do you agree that Scottish Golf will act in an advisory capacity to support Yes  No

your Organisation in the recruitment decision.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to an investigation from Scottish Golf and/or Disclosure Scotland.

Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 2 – to be completed by Scottish Golf

Signatory Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_