

**ULSTER UNIVERSITY**  
**DATA HANDLING PROCEDURES FOR THE HANDLING OF**  
**ACCESSNI CRIMINAL RECORD DISCLOSURES**

Ulster University (the University) agrees to abide by the following procedures in relation to the handling of all AccessNI Disclosure information.

1. The University will ensure that:
  - i) Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
  - ii) Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
  - iii) it will not retain disclosures or a record of disclosure information for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
  - iv) all sensitive and personal disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
  - v) it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of disclosure information;
  - vi) it reports to AccessNI any suspected malpractice in relation to these procedures or any suspected offence concerning the handling or storage of disclosure information.
2. The University will ensure that the procedures are implemented and disseminated and are kept under regular evaluation and review.
3. If you have any questions or require any further information about this Policy, please contact the University Secretary in the first instance. Contact details are available in Appendix 1. below.

## APPENDIX 1

### CONTACT DETAILS

University Secretary	Mr Eamon Mullan Room J313 Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 4533 Email: <a href="mailto:e.mullan@ulster.ac.uk">e.mullan@ulster.ac.uk</a>
Policy Co-ordinator	Ms Elinor Byrden Room J314 Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 3354 Email: <a href="mailto:e.byrden@ulster.ac.uk">e.byrden@ulster.ac.uk</a>
Policy Co-ordinator	Ms Azlina Cohen Room J302 Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 4403 Email: <a href="mailto:a.cohen@ulster.ac.uk">a.cohen@ulster.ac.uk</a>