

SECURE HANDLING

OF INFORMATION POLICY

Proudly affiliated to Bowls Scotland and East Lothian Bowls.



Westbank Road, Macmerry, East Lothian, EH33 1PL

Purpose:

To ensure sensitive personal information, including PVG disclosures, is stored, accessed, and destroyed securely.

Policy:

- **Paper Records:** Must be kept in locked, non-portable storage. Access restricted to authorized club personnel.
- **Digital Records:** Must be password-protected, stored in a secure area, and accessed only by authorized personnel.
- **Retention:** Information should be retained only as long as necessary and securely destroyed when no longer needed (shredding for paper, permanent deletion for digital).
- **Access:** The WPO manages access and ensures compliance with this policy.
- **Sharing:** Information is only shared with authorized parties, including Bowls Scotland or statutory authorities when legally required.
- **Training:** Anyone handling sensitive information will receive appropriate guidance from the WPO.
- **Review:**

This policy will be reviewed at least every three years or whenever there are changes to legislation or club procedures.

December 2025

FOR OFFICIAL USE ONLY

Signed (WPO): _____

J. Cockburn

Date: _____

16/12/2025

Signed (Club President): _____

K. Smith

Date: _____

16/12/2025