

## ARC DISCLOSURE SERVICE

### WRITTEN INDEMNITY

**ARC (The Association for Real Change) requires written indemnity against any subsequent misuse of information which is contained in a PVG Scheme / Disclosure document, and which we have passed on in 'good faith' and in accordance with the Disclosure Scotland Code of Practice.**

**We are therefore requesting all organisations who wish to use the ARC Disclosure Service to sign the pro-forma below:**

I \_\_\_\_\_ as an appropriately authorised representative of \_\_\_\_\_ (name of organisation) hereby fully indemnify Association for Real Change against any actions howsoever arising as a result of any misuse of PVG Scheme / Disclosure information which has been passed on to our organisation.

In particular this organisation recognises that the use/misuse of disclosed confidential information (such as, for example, over-hearing telephone conversations, casual oversight of confidential information, opening mail addressed to someone else against our established internal instructions, unauthorised access to stored documents or fraudulently representing a nominated member of staff) is our responsibility and that all the above examples are realistic possibilities in the handling of sensitive data.

On behalf of \_\_\_\_\_ (name of organisation), I hereby confirm that this organisation has read and will comply with Disclosure Scotland Code of Practice and has taken all due care to ensure that as far as humanly possible, this will not ever happen and that procedures are in place to ensure that our safeguards are maintained.

In the event of unauthorised disclosure of information ever happening after ARC Disclosure Service has passed information provided by the Disclosure Scotland to us (however this may occur) we acknowledge that our organisation is solely responsible for all the consequences of such an event.

Signed:

Position in Organisation:

Dated: