



Agreement for Golf Clubs who apply for Disclosure Certificates through the Scottish Golf Union

The SGU will keep the Disclosure Certificate and forward the disclosure information to the Golf Club that has requested the Disclosure Certificate by written communication.

Name of Golf Club: _____

Name of Person who will receive the Disclosure
Certification information from the Scottish Golf Union
(Child Protection Officer/Secretary): _____

Address of where you would like Disclosure Certificate information to be sent:
Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

1. I have read and understood the Code of Practice published by Scottish Ministers giving information on how the disclosure system should be operated.
2. I agree that it is the responsibility of _____ (insert Golf Club name) Golf Club to complete Identification Checks on applicants who require a Disclosure Certificate.
3. I agree to keep all information sent or disclosed to me regarding individual Disclosure information confidential and secure at all times.
4. I 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.
5. I agree not to use Disclosure information for purposes other than those of which it has been provided.
6. I accept that the unauthorised disclosure of Disclosure information is a criminal act.
7. I understand that having a criminal record should not necessarily de-bar an ex offender.

8. I have read and understand my Golf Club's Child Protection policy.
9. I accept that _____ (insert Golf Club name) Golf Club is responsible for recruitment decisions and that the Scottish Golf Union will advise me regarding any actions to be taken upon receiving Disclosure information.
10. I understand that I must inform the Scottish Golf Union if I leave my position or no longer wish to act as the nominated person for receiving Disclosure information.
11. I understand that I can be contacted by the Central Registered Body in Scotland or Disclosure Scotland regarding any matters that relate to the compliance of the Police Act 1997 part V.
12. Which positions will the golf club require enhanced disclosures for? (eg: Coaches, Junior Convenor, Child Protection Officer, Junior Section Helpers, Committee Members)

13. Who will make the recruitment decision within your golf club? (eg: CPO, Junior Convenor, Junior Committee, Secretary)

Declaration:

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 the Central Registered Boy in Scotland and/or Disclosure Scotland.

Signature: _____

Print Name: _____

Date: _____

Office Use Only
Signature (Scottish Golf Union): _____
Print Name: (Scottish Golf Union): _____
Date: _____



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