

Irish Pipe Band Association (IPBA) Confidentiality Policy

1. The Designated Liaison Person of the IPBA will be appointed as the Vetting Officer of the IPBA with a second contact person named.
2. The Vetting Officer will follow guidelines for e-vetting as given by registered organisation.
3. An email account will be created specifically for the Garda vetting service - accessible by authorised personnel only.
4. Computers will be password protected and only accessible by authorised personnel.
5. All e-vetting tracking sheet and confidential information is password protected.
6. Vetting invitation information and copies of ID documents will be stored in secure private location with restricted access to Authorised Personnel only.
7. Information and personal details will only be kept for the length of vetting or until the member leaves the organisation.
8. Disclosures will only be seen by the vetting officer and only if required by the other members of the vetting committee.
9. Only one PDF copy of a disclosure from will be downloaded from the e-vetting system. This will be kept in a secure lockable location and permanently deleted once vetting is out of date.
10. All information will only be stored for the time it is relevant and needed.