

ALIAS POLICY

Implementation Date: 19/06/2024

Last reviewed: 09/06/2026

SCOPE

1. This section applies to Trustees, staff and volunteers.

OUR COMMITMENT

2. The charity is committed to ensuring people feel safe when involved with charity activities.
3. This policy is intended to guide team members on what to expect if they should choose to use an alias whilst carrying out their duties and ensure other team members understand the importance of respecting individual choice and protecting the individual's identity.

THE USE OF AN ALIAS

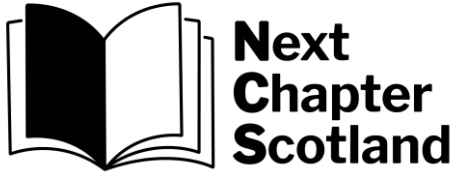
4. Some people who have been involved with the criminal justice system make the decision to use an alias in certain settings. An alias can enable the individual to take on a public facing role, without fear of their identity being disclosed.
5. An alias is different from a legal name change. With an alias the individual retains their identity but chooses to use a different name in certain circumstances.
6. At Next Chapter Scotland we respect the decision of team members in their use of an alias.

TRUSTEES

7. All Trustees must be aware of the identity of fellow Trustees and their identity will be listed on all legal documents (insurance paperwork, accounts, Trustee register etc). However, if a Trustee chooses to use an alias, this alias will be used in public facing roles to limit the exposure of their identity.

STAFF OR VOLUNTEERS

8. Whenever a staff member or volunteer chooses to use an alias, the Chief Executive should be made aware of their identity.
9. All other team members will use the alias in their day-to-day operations.



10. The identity of the staff member or volunteer will be recorded in their HR folder, which can only be accessed by the Chief Executive and Office Bearers.

OCCASIONS WHEN AN IDENTITY MIGHT BE DISCLOSED

11. The identity of an individual will be used when making payments to their bank account and as a part of the payroll process. Their identity will therefore be shared with partners involved with these processes (e.g. accountants and payroll providers).
12. The charity will disclose the individual's identity whenever legally required to do so.