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	Title:	Employee Screening Policy				

Access Intelligence Employee Screening Policy

1.0 *Policy Objectives*

- To ensure that Access Intelligence employees are suitable for the roles for which they are considered, background verification checks should be carried out, proportional to the business requirements, the classification of the information to be accessed and the perceived risks.

2.0 *Policy Scope*


Access Intelligence Employee Screening Policy shall include the following:

- All candidates for employment and all contractors.

3.0 *Policy Statements*

- Access Intelligence shall perform background verification checks on all candidates for employment. This includes permanent staff, temporary staff and contractors.
- Verification should take into account all relevant privacy, protection of personally identifiable information and employment-based legislation.
- Verification checks will include the following:
 - 2 satisfactory character references, one of which must be from a recent previous employer.
 - proof of current address.
 - identity verification using valid passport.
- For certain job roles involving access to UK Police data additional security checks will be required. We use Non-Police Personnel Vetting (NPPV) Level 3.
- If required for the role, evidence of professional certifications must be provided.

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4.0 *Responsibilities*

The Head of HR shall ensure that:

- Background verification checks are conducted for all candidates for employment and all contractors.
- Applications for NPPV Level 3 Screening are made for all staff in roles requiring access to UK Police data.

All individuals specified within the scope of this Employee Screening Policy (see Section 2.0) shall have individual responsibility for complying with every aspect of this policy. The requirement to comply with Access Intelligence policies is included within the Terms and Conditions of Employment and is noted within each individual user's job description. Any failure to adhere to the requirements of this policy shall result in disciplinary action being taken.


5.0 *Document Version Control*

This policy needs to be reviewed annually as an absolute minimum, or if required changes are identified to address one or more of the following:

- An identified shortcoming in the effectiveness of this policy, for example because of a reported information security incident, formal review or audit finding.
- A change in business activities (e.g. mergers and acquisitions) which will or could possibly affect the current operation of the Access Intelligence Information Security Management System, and the relevance of this document.
- A change in the way in which Access Intelligence manages or operates its information assets and/or their supporting assets, which may affect the validity of this document.

The current version of this policy, together with its previous versions, shall be recorded below.



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Version History

Revision	Author	Date	Reason for issue
1.0	Andy Olliver	18/12/2019	First version, to enable Access Intelligence to achieve ISO 27001 accreditation.
2.0	Adam Palmer	20/01/2021	ISO 27001:2013 accreditation was achieved in June 2020.
3.0	Adam Palmer	09/12/2021	Refreshed policy statements

Approver(s)

Name	Role	Signature	Date
Mark Fautley	Chief Financial Officer		21/01/2020
Mark Fautley	Chief Financial Officer		20/01/2021
Mark Fautley	Chief Financial Officer		20/01/2022