1. **Scope**

All individuals who will be allowed to access organisational information assets are subject to pre-employment screening.

1. **Responsibilities**
   1. The *HR Department* is responsible for carrying out screening checks on all candidates for employment, contractors and third party users of organisational information systems prior to their employment being finalised.
   2. The *Head of HR,* individual *Manager/Executive (generic/line)* have specific responsibilities as detailed below.
2. **Procedure** [ISO27002 Clause 7.1.1]
   1. All individuals who will be allowed to access organisational information assets must satisfy both the *Head of HR* and the immediate *Manager/Executive (generic/line)* in respect of:
3. Satisfactory *[written]* character references
4. Accuracy of curriculum vitae (i.e. previous employers confirm dates, positions, etc).
5. Confirmation of claimed qualifications (professional and academic).
6. Identity (passport check).
   1. All individuals who will have access to restricted information (see control section 8.2.1 of the [Manual](file:///C:\Users\Sarah\Documents\ISO%209001\ISO%2027001\InfoSecManual.docm)) must also receive satisfactory credit checks/criminal record checks.
   2. All individuals who will have access to confidential information (see Section 8.2.1 of the Manual) must also receive satisfactory checks of *[ ].*
   3. All individuals who come through [ ] agency will be screened by the agency and copies of the information provided to us prior to their reporting for work.
   4. In situations where an individual does not satisfactorily meet these requirements, the *Head of HR* and the immediate *Manager/Executive (generic/line)* must agree whether the appointment can proceed (given the business requirements, the classification of the data and the risk assessment) and any decision they make will be documented in the applicant’s file. In case of disagreement, the appointment is referred to the *Chief Information Security Officer (CISO)* or the *Chief Executive Officer (CEO)*, as appropriate, whose decision will be final.
   5. Screening information about candidates is classified as confidential.

***Document Owner and Approval***

The Quality Manger is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Chief Information Security Officer (CISO (DIRECTOR)) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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