1. **Scope**

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

1. **Responsibilities**
   1. The HR Administrator 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 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 in respect of:
3. Satisfactory 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](../Manual/001%20Information%20Security%20Manual.docx)) must also receive satisfactory credit checks / Disclosure and Barring Service checks.
   2. All individuals who will have access to confidential information (see Section 8.2.1 of the Manual) must also receive a satisfactory BPSS checks.
   3. All individuals who come through any 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 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 Managing Director, whose decision will be final.
   5. Screening information about candidates is classified as confidential.

***Document Owner and Approval***

The Head of HR is the owner of this document and is responsible for ensuring that this procedure 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 procedure was approved by the 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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