

## Security Screening Notes

1. All orders for security screening **must** be ordered on the Hantec Systems Order Form for Security Screening form **421/13** and **must** be signed by an Officer of the Company/Screening Controller. **Every** new application requires an Order Form. **The Current Application Fee must be enclosed with the order. This Fee Is Not Returnable.**
2. All applications **must** be on the Hantec Systems Application for Security Screening form **401/14**.
3. Page 7 Appendix A of the Application for Security Screening form, is for your use only and does NOT need to be forwarded to Hantec Systems. Please be advised that in order to comply with the regulations, BS 7858:2006 Clause 4.3 a) and b) and ACPO policy, page 7 should be fully completed prior to the applicant commencing employment.
4. There is provision for up to ten entries in Part 5: Educational and Employment History. Should this not be adequate please instruct the applicant to complete additional copies of Page 5 as required.
5. Please check that the application form is completed **fully** as failure to do so will delay the screening process.
6. The individual in the organization who has responsibility for security screening is now referred to as the SCREENING CONTROLLER. (Your Quality Management System should refer). This person should be trained and competent in the Security Screening Process. **Hantec Systems can provide such training upon request.**
7. A valid work permit, visa or accession state worker registration card must be obtained where required. See Page 7 of Application Form for Security Screening. (Accession state means the Czech Republic, the republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Republic of Hungary, the Republic of Poland, the Republic of Slovenia, and the Slovak Republic).
8. A check of the individual's financial history should be made utilizing a recognized credit reference agency and should include: Postal address links that should be searched; county court judgements (CCJ); bankruptcy orders; aliases; date of birth; electoral register. (BS 7858 clause 4.5 g refers).
9. Applicants should be informed that their personal data will be used for the purposes of security screening. This is covered on page 6 of the Application Form for Security Screening.
10. Applicants should have a personal interview prior to any offer of employment. See page 7 of the Application Form for Security Screening.
11. The screening controller should ensure that private and confidential data about the applicant is held confidential unless authorized in writing by the applicant.
12. Under no circumstances should provisional employment commence until the most recent 5 year history has been verified.
13. An EU driving licence with photographic identification is a permissible means of verifying an individuals date and place of birth.
14. During the period of provisional employment, the applicant should be classed as employed, subject to satisfactory completion of security screening. A statement should be made in the offer of employment letter.
15. Provisional employment should in no case continue for a period exceeding 12 weeks, from the date of commencement of relevant employment. (For screening of 10 years the maximum time is not to exceed 16 weeks).
16. Security screening records should be kept for a period of 7 years after cessation of employment.
17. Screening files must be regularly reviewed. Hantec Systems will provide a Progress Report on a regular basis.
18. A confidentiality agreement relating to the disclosure of the organizations confidential information and/or material with respect to employees past, present and future should be signed by those individuals carrying out security screening.
19. Individuals regularly employed in interviewing and security screening for the duties envisaged should be trained. Hantec Systems will undertake the training requirements of the organization relating to security screening. (Price on application).
20. Character references should not be from relatives or reside at the same address of the applicant and must have known the applicant for a minimum period of 2 years in the last 5 years.
21. When considering potential employees, employers should be aware of Home Office regulations concerning the prevention of illegal working. Section 8 of the Asylum and Immigration Act 1996 has been changed and is effective from 1<sup>st</sup> May 2004. Guidance can be obtained from the employers helpline on 0845 010 6677 or via the internet on [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)
22. In accordance with BS 7858:2006 clause 9.1b you are required to maintain a list recording all instances where discretion has been exercised for: a) an incomplete record of career and history through a Statutory Declaration (see BS 7858:2006 clause 4.5 f). (b) executive acceptance of risk (see BS 7858:2006 clause 4.5 g).
23. A Statutory Declaration can only be used to cover one incomplete period of no more than 6 months in the most recent 5 years of the security screening period and an incomplete period or periods not exceeding 6 months in total in any 5-year period in the preceding years where screening is undertaken for a period longer than 5 years.
24. The company should be registered with the Data Protection Registrar for holding personal information. Hantec Systems are registered under the Data Protection Act 1998 - Registration Number Z5864976.

## Identification Documents

Documents to prove identity/residence must be provided to comply with the security screening requirements as listed in BS7858:2006 clause 4.3a

Documents must include either:

- 1 item from group A plus 2 other items from either group A or B, **OR**
- 5 items from group B

All documents should be in the applicant's current name (unless accompanied by a deed poll document that confirms a change of name or valid adoption certificate), at least **one** document must show the applicants current address and at least **one** must show the applicants date of birth.

Documents from group A are as follows:

- Signed valid passport (any nationality).
- Original UK birth certificate or certified copy (issued within 12 months of birth, but not a photocopy).
- Signed UK photo driving licence (photo licence both parts required).
- Signed UK paper driving licence.
- Valid EU photo ID card.
- Valid UK firearms licence.

Documents from group B are as follows:

- Marriage certificate.
- Certified copy of a UK birth certificate (issued more than 12 months after date of birth, but not a photocopy).
- P45 statement of income for tax purposes on leaving a job (\*\*issued in last 12 months).
- P60 annual statement of income for tax purposes (\*\*issued in last 12 months).
- Bank or building society statement issued to current address (\*less than 3 months old).
- Mortgage statement (\*\*issued in last 12 months).
- Gas/Electricity/Telephone/Water/Satellite/Cable – including mobile phone contract utility bill from current address (\*less than 3 months old), (Multiple bills are accepted if from different service providers).
- TV licence in your name and current address (\*\*issued in last 12 months).
- Pension, endowment or ISA statement (\*\*issued in last 12 months).
- Certificate of British Nationality.
- British work permit or Visa (\*\*issued in last 12 months).
- Letter from the Inland Revenue/DWP/Employment Service/Local authority (Multiple letters are accepted if each of them is from a different Government Department, from listed or different Local Authorities. A Local Authority is someone you pay council tax to).
- Multiple credit card statements from current address from different providers (\*less than 3 months old).
- Court summons (\*\*issued in last 12 months).
- Child Benefit book (\*\*issued in last 12 months).
- A payslip, with your address, and the employers name or logo (\*less than 3 months old).

The following documents are example of documents that the SIA does **not** accept as evidence of identity;

- Non UK birth certificates (original or certified).
- Training or exam certificates.
- Letters from the Police, or other Government Departments, apart from those listed in group B above.
- A previous criminal disclosure from the Criminal Records Bureau.
- Storecard or catalogue bills.
- Insurance documents and certificates.
- NHS cards.
- Polling cards.
- Court letters apart from a Court Summons as listed in group B above.
- Driving Licences from Isle of Man, Jersey, Guernsey or Gibraltar.
- SAL forms or letters.
- ARC cards.
- Immigration letter IS96W.

### NOTE:

Those with 1 star \* must be less than 3 months old, e.g. credit card statement.

Those with 2 stars \*\* must be issued within the last 12 months e.g. court summons.