

Hades Fire Protection Security Screening Policy



Hades Fire protection has a Security Screening Policy to carry out security screening of potential employees prior to employment to BS7858:2012, Security Screening of individuals employed in a security environment – Code of Practice.

This is to meet the new standard which states:

This British Standard gives recommendations for the security screening of individuals to be employed in an environment where the security and/or safety of people, goods and services, personal data or property is a requirement of the employing organization's operations and/or where such security screening is in the public and/or corporate interest.

In addition Hades Fire Protection's Security Screening Policy is to meet NSI requirements which states:

Evidence of security screening for all staff and sub-contractors working in electronic security (including administration staff and those who may come into close proximity of confidential information including office cleaners) is required by NSI... Security Screening to BS 7858 and Police National Computer (PNC)/Disclosure and Barring Service (DBS) (formally known as Criminal Records Bureau (CRB)) reports on directors/partners/proprietor and staff must be completed.

What information is involved when security screening?

The screening will cover the 5 years previous to the date of screening or as far back as the age of 16 for the applicant, whichever is less.

- Previous employment
- References reviewed
- Credit Check
- Criminal Record
- Periods of residency abroad
- Periods of unemployment or self-employment
- Proof of Identity

A screening file is held on every employee at Hades Fire Protection Ltd and includes the following information:

- Copies of original documents provided by employees (ie. Passport, driving licence, National Insurance Documents)
- A copy of the CV or Application form given by the employee at time of application
- Criminal Record Check or copy of SIA license
- All of the above information discovered during security screening.

After the cessation of employment, records will be kept on file for 7 years.