



Policy Title: Personnel Security

Date Published/Reviewed: January 2019

Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by The Force Head of Health, Safety and Environment and has undergone an Equality Impact Assessment.

1.0 About this Policy

1.1 Rationale

To provide an acceptable level of assurance of the integrity of all staff, volunteers and contractors who are to be given authorised access to buildings, information or other assets belonging to or entrusted to Thames Valley Police (TVP).

1.2 Legislation/National Standards

- National Vetting Code of Practice – College of Policing

1.3 Intention

To ensure that individuals, who need access to such assets in order to carry out their roles, are less likely to be susceptible, for whatever reason or motive, to temptation or pressure that could cause them to abuse the access they have been given.

1.4 General Principles

All Police Officers, Police Staff, Volunteers and Contractors will be security cleared to the standard required by the Association of Chief Police Officers (ACPO) National Vetting Policy. NSV for members of staff will be assessed against the requirements of each particular post and will only be applied where it is necessary, proportionate and adds real value. The Force Security Manager is accountable for all aspects of Police Vetting and National Security Vetting and is supported by Senior Vetting Advisors who are responsible for managing the process.

2.0 Statement of Policy

Consent

2.1 Applicants for vetting clearance should understand and consent to the process taking place.

Vetting clearance

2.2 Before any individual can start employment with the Force or work on police premises, vetting clearance must be granted.

2.3 All candidates must go through Police Vetting (PV) and, dependent upon their role, may also go through National Security Vetting.

2.4 Vetting is a pre-requisite for employment and therefore those who refuse to support the process will not be considered.

2.5 The level of vetting will be determined by the requirements of the role and will take into account the extent to which unsupervised access to premises, personnel, computer systems and data is required.

2.6 Vetting clearance is based upon circumstances at a particular time and lasts for a defined period only.

2.7 The vetting process includes completion of questionnaires which may contain sensitive personal information about the applicant. Such information is treated as strictly confidential and retained securely within the Central Vetting Unit.

Appeals

2.8 For all external applicants, there is a two-stage appeal process, with the Force Security Manager being the final reviewing authority. There is no appeal against the decision of the Force Security Manager.

2.9 Existing employees may appeal a decision to refuse, limit or withdraw vetting clearance.

Information withheld from TVP data systems

2.10 There will be occasions where there is an identified or perceived threat to the safety and security of individual members of staff and requests may be made to withhold personal details from data systems.

Identification

2.11 Visible official TVP identification must be worn by all staff whilst on the Force's premises.

3.0 Human Rights Articles Engaged

None.

4.0 Health and Safety at Work

No impact.

5.0 Communications, Challenges and Representations

5.1 Communication

This policy shall be made available on the TVP intranet and the public TVP website, and circulated in the Managers Briefing.

5.2 Challenges and Representations

Any challenges and representations in respect of this policy should be made to:

Head of Professional Standards Department

Thames Valley Police HQ

Oxford Road

Kidlington

Oxfordshire

OX5 2NX

6.0 Monitoring and Review Date

This policy shall be reviewed at least every three years. The next review is due by January 2020.

7.0 Related Guidance

Personnel Security Policy Guidance

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

The document shall be marked as Official.

10.0 Relevant Supporting information

Protective Security Policy & Guidance

Physical Security Policy & Guidance

Information Security Policy & Guidance