



Joint Force Vetting Policy (Surrey and Sussex) (592/2024)

Abstract

This policy provides comprehensive details on all vetting procedures that could undermine the security of individuals and the integrity of Surrey Police and Sussex Police.

Policy

1. Introduction

1.1 This policy has been produced in consultation with the College of Policing (CoP) Vetting Code of Practice 2023 and the Authorised Professional Practice (APP) on Vetting 2024 and reflects the requirements needed to support Surrey Police and Sussex Police's (hereafter referred to as the Forces) ability to maintain high ethical and professional standards and act with the highest integrity. This replaces all guidance previously issued in relation to police vetting.

1.2 Everyone within, working alongside or delivering service on behalf of the forces must maintain high ethical and professional standards, and must act with the utmost integrity. They must also be seen to maintain and promote such standards. A thorough and effective vetting regime is a key component in assessing an individual's integrity. It helps to reassure the public that appropriate checks are conducted on individuals in positions of trust. Vetting also identifies areas of vulnerability that could damage public confidence in a force or the wider police service.

1.3 The vetting procedure applies to all police officers, Police Community Support Officers (PCSOs), Special Constables, police staff, temporary or agency Staff, police volunteers, contracted staff, including those who undertake manual work at police premises. It is relevant for anyone working on police premises or with access to police information or assets.

2. Scope

2.1 This policy and associated procedures / links provide: -

- Comprehensive details on ALL vetting procedures for the Forces, in line with the [CoP Vetting Code of Practice 2023](#) and [APP on Vetting 2024](#).
- Information is subject of Management of Police Information (MoPI) guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.
- Information relating to Decision Making and the Appeals procedure.

3. Policy Statement

3.1 Members of the public expect police forces to recruit people who demonstrate the highest standards of professional conduct.

All forces are committed to reinforcing this message through a fair vetting procedure, which provides a large degree of assurance as to the honesty, integrity, reliability and trustworthiness of our staff, whilst meeting our diversity and equality responsibilities and instilling a culture that is fair and free from discrimination, in line with the standards set out in the [Code of Ethics](#).

Everyone involved in policing will take personal responsibility to ensure they comply with vetting requirements and that they report any material change in circumstances as soon as possible. It is also expected that all employees, including those in voluntary and partner agency roles ensure that they use the relevant link to the Vetting Codes of Practice where necessary. It is important that all employees refer to the latest version of the Vetting Codes of Practice on the College of Policing site as the document is subject to change and local copies must not be stored. If in doubt, advice should be sought from the Joint Force Vetting Unit (JFVU).

Procedure

1. The College of Policing (CoP) Vetting Codes of Practice 2023

1.1 The CoP Vetting Codes of Practice 2023 is supported by the APP for Vetting. It has been developed to support the consistent application of the minimum national standards relating to vetting across the police service and describes the processes and detail needed to implement vetting.

The APP on Vetting 2024 provides regular updates to ensure it is consistent with new standards and requirements.

The following information can be found within the APP on Vetting.

- Purpose of the Vetting Code of Practice.
- Who it applies to.
- Vetting and The Equality Act 2010.
- Vetting and [The Gender Recognition Act 2004](#).
- Vetting and Safeguarding against Disproportionality.

For information on Biometric Vetting please refer to section 20.

2. Vetting and the Equality Act 2010

2.1 Police forces and Force Vetting Managers (FVMs) must ensure that every opportunity is taken to support the police service in recruiting and retaining applicants without any bias with regards to protected characteristics.

2.2 Police forces and FVMs must :-

- Ensure that they are aware of and understand the significance of unconscious bias and that it does not impact their vetting decision.
- Ensure that they are able to provide statistical information from available Force data which relates to their decision where a protected characteristic is known.
- Support and promote positive action in respect of all underrepresented groups within the police service.

2.3 Disproportionality in vetting is monitored and mitigated by regular review of data. The data is analysed, and key findings highlighted to senior leaders. Senior Leaders will share the key findings with the relevant Force Single Point of Contacts (SPOCs) to update progress on disproportionality in vetting.

3. Vetting and the Gender Recognition Act 2004

3.1 Under [Section 22 of the Gender Recognition Act 2004](#), it is an offence to disclose that someone is transgender.

For vetting purposes, all previous names must be disclosed by the applicant, including those which reveal that they have been through transition. There is no statutory protection for individuals who fail to disclose such information.

3.2 Where the applicant has a trans history, the two identities must be treated as separate individuals e.g., if it is necessary to make enquiries outside of the vetting unit, the two names must be listed separately, rather than as a previous name.

Details of the applicant's trans history must only be recorded on the vetting system and not shared with anyone outside of the vetting unit, unless there are legislative grounds which specifically allow this.

Even though the two identities will be treated as separate identities, the two records will be linked on the Vetting Management Database. The nature of the link between the two records will not be identifiable.

3.3 It is recommended that any guidance issued by forces relating to vetting provides contact details for any vetting related queries, including the above.

4. The Purpose of Vetting

4.1 Vetting is conducted to help identify, assess, and manage risk relating to areas including, but not limited to:

- protection of police assets.
- national security.
- public safety.
- public confidence.
- protection of organisational assets.
- operational safety.

- leadership.
- corruption and coercion.
- integrity.

4.2 Vetting clearance must be granted before an individual is appointed, employed, or otherwise authorised to access police premises or information that is not in the public domain. This is because the vetting process can uncover information that show the individual is unsuitable to be appointed, employed, or otherwise given unsupervised access to police assets.

4.3 Individuals applying for the position of police officer, member of police staff, police volunteer or Special Constable must comply with the vetting process. In doing so, they must:

- Provide complete and accurate information in response to all vetting enquiries.
- Notify the JFVU of any changes in their circumstances, immediately they occur.

Individuals who fail to comply with the process will have their vetting clearance withheld. Their application for employment or appointment will also be discontinued. Vetting clearance can be withdrawn if it is shown that misleading, incomplete, or inaccurate information was provided or relevant information was withheld. As a result, a misconduct investigation may also commence.

4.4 Clearance may also be withdrawn if it can be shown that notification of a relevant change in personal circumstances is intentionally withheld in the intervening period between clearance being granted and commencement of employment or appointment.

4.5 Individuals who are not appointed or employed by the Forces but require unsupervised access to police assets (including information, systems, or premises), must comply with the vetting process. Unsupervised access is not granted until vetting clearance has been obtained. Where vetting clearance is withheld or withdrawn, forces should not grant unsupervised access.

5. Joint Force Vetting Unit (JFVU)

5.1 The JFVU provides vetting requirements for both Forces. The team can provide advice and guidance on all aspects of vetting, Business Interests and Gifts and Hospitality declarations.

5.2 The expectation of the JFVU is to ensure they: -

- Uphold the principles set out in the Vetting Code of Practice and comply with the APP on Vetting.
- Coordinate and manage all clearances for the Forces.
- Ensure that applicants and serving personnel are aware of the obligations placed on them by the Vetting Code of Practice and APP on Vetting.
- Maintain records detailing all clearances conducted by the unit and have the retention schedule for such information.

- Ensure that aftercare and renewal is conducted on clearances, where necessary in accordance with the APP on Vetting.
- Deal with all information provided and revealed during the vetting process with appropriate levels of sensitivity and security.
- Maintain appropriate levels of confidentiality at all times. Information should only be released to third parties where necessary and proportionate, such as during criminal or misconduct investigations.
- Carry out their functions in line with relevant legislation, including the [Data Protection Act \(DPA\) 2018](#) and [UK General Data Protection Regulations \(UK GDPR\)](#).

5.3 The JFVU can be contacted by the following methods: -

General Enquiries:

Tel: 01273 018472

Email: Force.Vetting@sussex.police.uk

Contractor Vetting Enquiries:

Email: Contractor.Vetting@sussex.police.uk

Business Interests Enquiries:

Email: BusinessInterests.Vetting@sussex.police.uk

For further information on Business Interest and Additional Working please refer to the Business Interests and Additional Work Policy (Surrey and Sussex) (965).

Gifts and Hospitality Enquiries:

Email: GiftsandHospitality.Vetting@sussex.police.uk

For further information on Gifts and Hospitality please refer to the Gifts, Gratuities and Hospitality Policy (Surrey and Sussex) (1201).

6. Vetting Types

6.1 There are two types of vetting procedures in operation within the Forces. These are: -

- Force Vetting.
- National Security Vetting.

6.2 Force vetting is designed to protect Police Assets. Force vetting procedures must be underpinned by the completion of the Police authentication. Please see section 8 - Authentication below. Further information on the types of vetting are available within the APP on Vetting 2024.

6.3 National Security Vetting (NSV) is designed to protect Government assets. Authentication and the relevant level of Force vetting must be completed prior to any level of NSV being commenced.

6.4 NSV is administered and completed by the UK National Security Vetting Service (NSVS). All checks are completed outside of the JFVU and can take up to 6 months to be completed. The JFVU is unable to speed up the process of National Security Clearances. Further information on the types of vetting are available within the APP on Vetting 2024.

6.5 All vetting levels are decided by the JFVU and are determined by the job role and level of access to assets and material. Vetting levels are reviewed periodically to ensure the appropriate vetting level is still fit for purpose.

6.6 Force vetting and NSV are separate procedures, designed to counter specific threats. The information required for these clearances are very similar but are required to identify risks for different threats. Police officers, police staff and non-police personnel may feel they are duplicating their information. However, the information provided is used for very different purposes.

6.7 Individuals holding any vetting clearance are required to notify relevant changes in their circumstances immediately when they occur. Those holding Management Vetting (MV), Security Check (SC) or Developed Vetting (DV) clearances are also subject to an annual vetting review, which will include input from their line manager. Individuals are encouraged to share any changes in their circumstances with their line manager, so that additional support can be provided.

7. Checkable History and Residency Criteria

7.1 For information relating to Checkable History and Residency Criteria for Force vetting and NSV, please see the APP on Vetting 2024.

7.2 Consideration can be taken in respect of applicants who are applying for Force vetting, who have spent time outside the UK on an extended holiday. Applicants may be asked to provide a Certificate of Good Conduct from the Police Authority of the country that have visited. This will be at the cost of the applicant and can take some time to be obtained. The decision to accept residency falls to the JFVU.

7.3 Unlike Force vetting residency requirements, the JFVU are unable to make exceptions for those that do not meet the minimum residency criteria for NSV.

8. Authentication

8.1 For information relating to Authentication for Force vetting and NSV, please see the APP on Vetting 2024 and use the contents list to locate the relevant section.

9. Gathering Information and Intelligence

9.1 The information and intelligence gathered during the vetting procedure is specific to each vetting level and to each individual case.

9.2 The vetting unit can reject vetting clearance as soon as they have collated sufficient evidence to justify that decision. However, if an appeal is made against the decision, the vetting unit should complete any outstanding vetting enquiries before considering the appeal. This ensures that all relevant information is taken into account.

9.3 Where, however, it is evident from the outset that completing the outstanding enquiries will not add any value to the appeal, these do not need to be completed.

10. Convictions and Cautions Considerations

10.1 It is not appropriate to identify a prescriptive list of convictions and cautions that should lead to a vetting rejection. Each case must be considered on its own individual merits in relation to the role being undertaken and assets or information being accessed. Please refer to the APP on Vetting 2024 for further information.

10.2 All police officers and police staff are required to notify their Divisional Commander, or Head of Department, of any criminal action taken against them. This includes all convictions, simple cautions, conditional cautions, fixed penalty tickets, any condition imposed on them by a court, the receipt of any penalty notice and if they are subject of a Community Resolution (CR) process. Failure to do so may in itself be a disciplinary offence.

This does not include the receipt of fixed penalty tickets issued in respect of breaches of non endorsable parking regulations.

10.3 On receipt of a notification Divisional Commanders, or Heads of Departments, will forward the details to the Professional Standards Department (PSD) and JFVU. The details will be noted by PSD and if appropriate they will be assessed for misconduct / gross misconduct. The JFVU will assess suitability for the vetting level and post held.

10.4 Police staff - please refer to the vetting section within the Sussex Police Staff Handbook.

All officers and staff must make themselves conversant with the following policies and procedures:

Police Driving Policy (Surrey and Sussex) (616) for information on the action taken by Driver Training Unit.

Joint Force Vetting Policy (Surrey and Sussex) (592)

Health and Safety Policy (Surrey and Sussex) (1022)

Police Staff Disciplinary Policy (Surrey and Sussex) (797)

11. Financial Checks

11.1 Financial checks are used to assess whether applicants have been, are currently, or are likely to be in financial difficulty. Credit Reference checks are completed to assess this.

11.2 A different approach should be taken with those applying at the point of entry from those applicants already in the organisation. This is because forces are better placed to risk manage those currently holding vetting clearance, owing to the pre-existing relationship and their history being known to the Forces.

Where individuals can demonstrate a history of managing their finances with responsibility, integrity, and honesty, even if they have experienced debt problems, the final vetting decision can be made proportionately with regard to the vulnerability posed by any debt issue. Please refer to the APP on Vetting 2024 for further information.

12. Vetting Interviews

12.1 Vetting interviews may be used to inform any type of vetting application. Not all applications require a vetting interview, but one should be conducted where vetting information raises questions or doubts about particular issues.

12.2 Interviews conducted as part of the process to grant National Security, DV clearance must only be conducted by suitably trained and accredited United Kingdom Security Vetting (UKSV) personnel. Following the report and recommendation from UKSV, it may be necessary for a follow-up interview by the vetting unit to clarify any ambiguities.

12.3 Interviews are conducted via telephone call but may be conducted in person on a face-to-face basis, if required. Due to the logistics of arranging this, telephone interviews will be the first method of contact. Please refer to the APP on Vetting 2024 for further information.

13. Assessing Threat and Risk

13.1 Risk is determined by the consideration of three primary factors:-

- Threat.
- Vulnerability.
- Impact.

13.2 Where potential threats are identified, there will be an associated vulnerability. The level of vulnerability is case-specific and depends on the circumstances of the vetting applicant.

14. Decision Making

14.1 Vetting decisions must be made in accordance with the [National Decision Model \(NDM\)](#).

14.2 The emphasis should be on making a balanced and proportionate decision, based on the information available and in accordance with the principles outlined in the College of Policing Vetting Code of Practice.

14.3 Applicants who fail to declare a relevant matter, including any convictions, cautions and judicial or other formal disposals, whether spent or not, should be contacted for a vetting interview.

The same approach should be taken in respect of the non-disclosure of other relevant information, such as arrests and investigations that have resulted in no further action, financial difficulties, or relevant family members or associates. In cases where there is still doubt, clearance will be refused at this stage on the grounds of integrity concerns.

14.4 The JFVU will assess each case on its own merits with the information that is available, and circumstances of the individual concerned. It is the responsibility of the JFVU to make the decision on whether to grant vetting clearance or not. Applicants have a right to appeal any decision made to reject vetting clearance. Details of how to do this are detailed later in this policy.

14.5 Where the decision is taken to grant vetting clearance to an individual who may be in the evidential chain with a conviction or caution, the decision must be ratified by the Head of the PSD, or their nominated person. There must be a process to ensure a Chief Officer of at least Assistant Chief Constable level is notified and details must be recorded on the appropriate PSD recording system.

14.6 Applicants may be granted a Conditional Clearance or Restricted Posting if adverse information is identified that increases the risk and vulnerability of the individual.

Conditional Clearances must be subject to periodic reviews set by the FVM and will depend on the nature of the adverse finding. This is in place in order to support the individual and ensure the risk and vulnerability does not increase.

Restricted Postings are put in place when the risk to the individual may have an adverse effect on their ability to undertake their job role in a specific area or department. These are also subject to periodic reviews set by the FVM and will depend on the nature of the risk posed. Please refer to the APP on Vetting 2024 for further information.

15. Appeals

15.1 An appeal may be made by an applicant who has had Force vetting clearance refused or withdrawn.

Applicants can appeal if they have had National Security Clearance refused or withdrawn if they are an existing employee. New applicants to the Force have no right of appeal for National Security Clearance.

All appeals must be made in writing to the FVM within 14 days of receipt of the refusal letter.

15.2 Appeals will only be considered if they are made by the applicant who has been refused vetting clearance and not by a third party.

If the reason for the vetting refusal includes information that relates to a third party, it will not be released under the provisions of the Data Protection Act 2018 and the UK GDPR 2018.

15.3 Applicants may only appeal the decision if one or more of the following factors apply:-

- Further information is available that was not considered by the decision-maker.
- The vetting rejection was disproportionate considering the circumstances or details of the case.
- The decision was perverse or unreasonable.
- No explanation has been given for the decision.

Applicants must submit as much detail as possible clearly identifying and supporting one or more of the grounds shown above.

15.4 The appeal process should take no more than 21 days and will be managed by someone independent of the original vetting refusal decision. In some cases, it may be

necessary for the appeal to be referred to the Head of PSD. Applicants will be advised should this be required.

All information relating to appeals will be made to the applicant in writing and will explain the final decision and reasons for this, where possible.

The decision of the appeals authority is final and there is no further right to appeal.

16. Aftercare

16.1 Vetting is based on a 'snapshot in time' and because an individual's circumstances can change, it is important that their ability to maintain their vetting clearance is assessed. Aftercare is applicable to all vetting levels, including non-police personnel.

16.2 All individuals who are subject of the vetting process must report any changes in their personal circumstances, immediately that they occur.

Changes can include changes in marital status or civil partnership, name or address, involvement with police, such as arrests or notifiable associations and financial status, such as a county court judgment or participation in a debt management plan.

16.3 In addition to making disclosures after vetting clearance has been granted, individuals holding MV clearance should be subjected to a regular review. This is undertaken in the form of an annual vetting review and includes input from their line manager.

In addition to this, line managers are required to complete the Annual Integrity Review with their staff and officers. Annual Integrity Reviews are separate to the annual vetting review process. Line managers should discuss both with their staff and officers to ensure any concerns can be picked up and raised with the JFVU.

16.4 In certain circumstances, changes to personal circumstances or information coming to notice as a direct result of disciplinary or misconduct proceedings, may need to be brought to the attention of the PSD.

17. Career Breaks and Parental Leave

17.1 Individuals taking a Career Break or Parenting Leave continue to be regarded as serving police officers / employees of the Forces, and remain subject to the following: -

- Police (Conduct) Regulations 2020.
- The Code of Conduct for police staff police regulations and force conditions of service.
- The Code of Ethics.
- The Vetting Code of Practice.
- Joint Force Vetting Policy (Surrey and Sussex) (592).

17.2 For further information relating to Career Breaks, can be found in the following policy.

For further information relating to Parenting Leave, can be found in the following policies.

Leave (Police Officers and Police Staff) Policy (Surrey and Sussex) (477).

Parenting Leave Policy (Surrey and Sussex) (913)

Career Break Policy (Surrey and Sussex) (173).

18. Reviews and Renewals

18.1 All vetting clearances can be reviewed at any stage during its lifespan if adverse information relating to the applicant comes to light, or there is a material change in an individual's personal circumstances.

18.2 When misconduct proceedings have concluded and the police officer or police staff is not dismissed but has been issued with a written warning or a final written warning, a review of vetting clearance will be carried out. This is referred to as a Post Misconduct Review. The review includes a consideration of the applicant's suitability to maintain the level of clearance held and to continue in the post they occupy.

18.3 Each level of vetting clearance is granted for a limited period and requires renewal after that period has elapsed. Please refer to the APP on Vetting 2024 for further information.

18.4 A renewal of vetting clearance requires a full application to be completed and all required checks pertinent to that particular level of vetting must be redone.

18.5 Individuals moving or changing job roles must have a vetting check completed prior to being posted to their new role. Individuals must not be posted to a new role until the vetting unit have confirmed the correct level of vetting is held and the appropriate review has been completed, if required.

19. Withdrawal of Vetting Clearance – Gross Incompetence

19.1 Following a review of an individual's vetting due either to a post misconduct review referred to in section 18.2 above or other information or intelligence coming to attention. The review includes consideration of the individual's suitability to maintain the level of vetting clearance currently held and to continue in the post they currently occupy. The whole process could take up to 79 working days.

19.2 The review will be conducted by the Force Vetting Review Manager or PSD Chief Inspector and will include new vetting checks being completed. The individual will be invited to attend an interview with the Force Vetting Manager and PSD / Anti-Corruption Unit (ACU) Inspector, within 15 working days. The individual will be allowed a Unison or Federation representative or workplace colleague to support them during the interview.

19.3 Following interview, the Force Vetting Review Manager or Chief Inspector will make a final decision, which will be communicated to the individual within 5 working days. The decision will focus on the 3 outcome areas below: -

- Maintain existing vetting clearance with or without restrictions.
- Withdrawal of enhanced vetting clearance if role requires it.
- Withdrawal of all vetting clearances.

19.4 If withdrawal of vetting clearance is decided, the individual will be advised of the appeals process. All appeals will be completed within 15 working days from date of written notification.

19.5 If the appeal is upheld and clearance is maintained, an additional risk management plan will be put in place by the Force Vetting Review Manager or Chief Inspector.

If the appeal is not upheld and vetting clearance is downgraded the case will be referred to Appropriate Authority (AA) for consideration of redeployment in conjunction with People Services.

Following notification to the individual that they have failed their vetting clearance (a three-stage process which includes an appeal stage), the AA will decide if the police offer should be required to attend a Third Stage Meeting. Through the Vetting Team, police officers and Special Constables will be advised in writing (in accordance with Regulation 32 (2) of the Police (Performance) Regulations 2020 of this requirement. A similar decision and notification process will be followed for police staff, police volunteers, PCSOs, student officers, and police staff in probation. Please refer to the Performance and Attendance Management Policy (Surrey and Sussex) (950).

19.6 The entire process will take up to 79 working days in total to complete.

19.7 Following dismissal under this process, consideration will be given to adding the individual to the College of Policing Police Barred and Advisory Lists. For further information please see link below.

[Barred list | College of Policing](#)

20. Biometric Vetting

20.1 Biometric vetting is required for specific roles across the forces. For police officer and Special Constable applicants this is codified within Regulation 10A of the Police Regulations 2003 (as amended by the Police (Amendment No. 3) Regulations 2012) and Regulation 1ZA of the Special Constables Regulations 1965.

A list of job roles requiring Biometric Vetting is held by the JFVU. Please contact them for further information.

20.2 Biometric vetting checks will be undertaken on candidates who have reached the stage of being conditionally offered an appointment, concurrent with the other stages of the vetting process.

21. Police National Database (PND) Flagstone Records

21.1 PND flagstone records are created to prevent the re-employment or appointment of individuals who have been dismissed, have resigned, or retired while the subject of a misconduct investigation.

PND flagstone records must be created on local intelligence systems / PND. The Head of PSD should consider all available information and determine whether or not a flagstone record is required. Please refer to the APP on Vetting 2024 for further information.

22. Recording, Retention and Disposal

22.1 The JFVU must record and store all information relating to each vetting application on to the vetting management database - Core-Vet. Information recorded in Core-Vet must include the following:-

- Information provided by the vetting applicant.
- The results of vetting enquiries.
- The rationale for refusing, suspending, or granting clearance.
- Where adverse information has been revealed and considered.

22.2 All vetting files must be maintained securely. Access should be limited to those who have an operational need. Vetting files should be stored separately to personnel files due to the sensitivity of material contained in them.

22.3 Information is subject of Management of Police Information (MoPI) guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.

23. Transferees and Re-joiners

23.1 Transferees and re-joiners applies to: -

- Police officers and Special Constables transferring from one force to another.
- Police staff and police volunteers who are currently serving in another force.
- Police officers, Special Constables and police staff who have previously served in another force.

References to 'parent force' relate to the force where the officer or staff member is currently serving (or previously served). References to 'receiving force' relate to the force that the officer or staff member has applied to.

The Forces must ensure that the integrity of the individual wishing to transfer into the Forces or re-join is beyond question and that there are no outstanding complaints or matters currently under investigation.

Police officers and police staff will not be able to transfer or re-join if there is a current outstanding complaint or matter under investigation. They will have to wait until the investigation has concluded and any appeal timescale has passed.

23.2 Where police officers, Special Constables and police staff transfer between forces, they are required to undergo a full re-vet as though they were a new applicant. If an applicant applies to transfer forces and fails to declare a criminal matter (which their parent force was unaware of), their application will fail. The vetting unit of the receiving force will inform the vetting unit of the parent force of any adverse information found during the vetting procedure. This may lead to additional misconduct proceedings hearing, and possible dismissal, from the parent force.

23.3 In all cases, the receiving force must request the full complaint and misconduct history of the officer or staff member from the parent force and from any other forces where they have served.

23.4 The complaint and misconduct history must be recorded on the PSD Complaint and Misconduct Database of the receiving force (as a nominal record).

23.5 The JFVU must notify PSD if police personnel return to work from secondment and vetting checks reveal adverse information covering the secondment period. PSD must consider whether or not the individual has breached regulations or their conditions of service and take action accordingly.

24. Information Management and Security

24.1 Information Management and Security is everyone's personal responsibility. Vetting Staff must ensure they act with the highest integrity when managing personal information and sensitive issues.

24.2 Vetting Staff must ensure their use of Force information or information systems is accessed for a legitimate policing purpose and where such activity supports the goals and objectives of the vetting unit.

24.3 Personal browsing of Force systems or information is not permitted under any circumstance. Anyone found to be accessing Force systems or information without a lawful purpose may be subject to disciplinary proceedings.

24.4 Vetting Staff must ensure that all hard copy documents containing personal information are stored securely and locked away when not in use. They should also ensure that personal information is disposed of in the correct way, to prevent accidental disclosure of information or unnecessary retention of material. Please refer to the Surrey Police and Sussex Police Information Security Policy (722) further information and guidance.

24.5 A personal record for all vetting applicants is created on the vetting management database - Core-Vet and any supporting documentation is stored on a secure server within the PSD. Access to both systems is controlled by the JFVU and is on a strict need to know basis.

24.6 Information is subject of MoPI guidelines and is retained or disposed of in accordance with departmental weed dates. Please refer to the Surrey and Sussex Retention Schedule for information.

24.7 All Vetting Staff must ensure that any personal information, documentation, or information is not kept unnecessarily and disposed of in the correct way, to prevent accidental disclosure of information.

Team: Professional Standards Department (Vetting)