

APRIL 2021

RESTRICTED ACCESS | PERSONAL DATA | (WHEN COMPLETED)

FOR SECURITY VETTING TEAM USE ONLY:

NON-HOUSE

URN <input type="checkbox"/>	NSO <input type="checkbox"/>	Date stamp
PNC <input type="checkbox"/>	Background Check <input type="checkbox"/>	
Paper <input type="checkbox"/>	PDF <input type="checkbox"/>	

IMPORTANT: PLEASE READ THE STATEMENT AND POLICY ON PAGES 3-4 AND 17-19 BEFORE COMPLETING THE FORM. IF YOU ARE SUBMITTING YOUR APPLICATION ELECTRONICALLY PLEASE ENSURE THE PDF IS SAVED WITH YOUR NAME AS THE TITLE

Read the following instructions carefully.

You need to complete ALL questions. Where a question is not known enter N/K. Blank spaces, N/K or missing information will cause a delay to your clearance, so please fill out as fully as possible. You must read the privacy notice on page 17 before completing the form.

If you have a current pass what is the expiry date:
(this is written on the front of your pass)

Please provide the following details

Full name

Job title **Do you currently hold a parliamentary pass?** No Yes

Home telephone number **Work telephone number** **Mobile telephone number**

National Insurance number
 / /

Personal email address We may contact you using your email. Please make sure it is clear and correct.

Company name and address <input type="text"/>	Sub contracting company name and address (if applicable) <input type="text"/>
Telephone number <input type="text"/>	Telephone number <input type="text"/>

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Statement of HMG personnel security and national security vetting policy

Minimum Personnel Security Controls

1. The Houses of Parliament policy for security vetting is that it should include certain basic checks. These checks include verification of the applicant's identity, employment history, their right to work in the UK and, if appropriate, checks of any unspent criminal records. Within government these controls are described in the Baseline Personnel Security Standard. In addition, the Centre for the Protection of National Infrastructure (CPNI) produces a range of relevant guidance on personnel security and makes similar advice available to the wider national infrastructure. Parliament has adopted these principles in full.

National Security Vetting

2. National security vetting comprises a range of additional checks and may be applied where a risk assessment indicates it is proportionate to do so. The risk assessment process takes account of the access an individual may have to sensitive assets (physical, personnel or information) at risk from a wide range of threats. These threats include: terrorism, espionage, or other actions that could threaten the United Kingdom. The requirements of international agreements concerning the protection of allies' information may also inform such assessments.
3. It is government policy that individuals should not be expected to hold an existing security clearance in order to apply for posts that require vetting, except where such posts are short term and need to be filled urgently.
4. There are three different types of national security vetting clearance: **Counter Terrorist Check (CTC)**, **Security Check (SC)** and **Developed Vetting (DV)**. Before any such clearance is undertaken the requirements of the Baseline Personnel Security Standard must be met. Whilst the information required and the range and depth of checks undertaken at each level may vary, they are all intended to allow Parliament to assess whether individuals who are to be employed in sensitive posts or critical functions might represent a security risk either directly or indirectly. Applicants for a Parliamentary Pass will normally undergo a CTC only.

Checks

5. Individuals subject to national security vetting (including UK nationals taking up sensitive posts in international organisations) will be asked to provide via a questionnaire personal information about themselves, family members and other associates. It may be checked, and retained for future checks, against:
 - Relevant personnel records held by the employing department
 - Criminal records (both spent and unspent as defined by the Rehabilitation of Offenders Act)
 - Information held by the Security Service
 - Credit reference agency records.
6. The process may also take account of:
 - Financial circumstances generally
 - Third party character references
 - Any medical considerations that could give rise to security concerns.
7. Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

Decision Making

8. National security vetting decisions may only be taken by Parliament, Government departments, agencies, the Armed Forces or police forces. All the available information is taken into account to reach a reasoned decision on an individual's suitability to hold a security clearance.
9. Security clearances may be refused or withdrawn where:
 - There are security concerns related to an individual's involvement or connection with activities, organisations or individuals associated with the threats described in this Statement (or any similar new threats that emerge);
 - Personal circumstances, current or past conduct indicate that an individual may be susceptible to pressure or improper influence;

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- Instances of dishonesty or lack of integrity cast doubt upon an individual's reliability;
- Other behaviours or circumstances indicate unreliability.

10. Wherever possible existing employees will have an opportunity to discuss, comment on and challenge any adverse information that arises. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

Avenues of Appeal

11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals remain dissatisfied they may appeal to the Security Vetting Appeals Panel, an independent body.
12. The Panel will consider the case, review the information and invite the appellant and the organisation to make representations. The Panel will make recommendations to the Head of Department or organisation in the light of its findings as to whether the decision should stand or be reviewed. The Panel may also comment on the security vetting procedures and adequacy of the internal appeal arrangements.
13. There are no national security vetting appeal routes for applicants for employment who are refused a security clearance. Separate arrangements exist for applicants, employees and contractors of the security and intelligence agencies, who may complain to the Investigatory Powers Tribunal. Any individual may apply to an Employment Tribunal if they feel that they have been discriminated against in any part of the recruitment process.

Ongoing Personnel Security Management

14. The national security vetting process provides an assessment of the vetting subject at the time the process is carried out but active ongoing personnel security management is required to ensure that a security clearance maintains its currency. As a minimum this will involve active consideration of the vetting subject's continuing conduct in respect of security matters; it will also require checks to be repeated at regular intervals.

The HMG Personnel Security Controls booklet can be viewed on the Cabinet Office website at:

www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf

Details about yourself

Failure to declare all forenames will result in your application for security clearance being delayed or cancelled

1	Title	Surname (now)
	a. Surname (at birth)	b. Any other surnames used

2	Full forenames including all middle names	Any other forenames previously used
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Please tick the box to confirm that you have declared all forenames, including middle names

3	Current gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	If other, please give your gender identity	Gender at birth, if different
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4	Date of birth (DD/MM/YYYY) □□ □□ □□ □□ □□
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5	Place of birth Town	County or region	Country
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6	Nationality (present) including any dual nationality
	Former nationality (if any)

7	Full permanent address including postcode	
	Postcode	Since/move in date (MM/YYYY)
	□□ □□ □□ □□ □□ □□	□□ □□ □□ □□ □□

8	Have you within the last 5 years:	
	resided at any other address in the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	resided at any address outside the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	if yes, enter full details to cover the 5 year period (60 months), including move in and move out dates, (no gaps) on continuation pages 13-14	

9	If you currently hold a security clearance with another authority other than Parliament, please give full details here	Issuing department, agency or firm	Date from (MM/YYYY)
			□□ □□ □□ □□ □□

Details about your partner & any former partner(s) in the last 3 years

We require details of any spouse or partner with whom you have been/are living with and have a committed relationship. You must also declare any former partners who have died or from whom you have been separated or divorced in the last 3 years.

10	Title	Surname (now)
	a. Surname (at birth)	b. Any other surnames used

11	Full forenames including all middle names	Any other forenames previously used
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12	Date of birth (DD/MM/YYYY) □ □ □ □ □ □ □ □	12a Date of death (if applicable) □ □ □ □ □ □ □ □
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13	Place of birth Town	County or region	Country
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14	Nationality (present or at death) including any dual nationality
	Former nationality (if any)

15	Full permanent address including postcode
	Postcode □ □ □ □ □ □ □ □
	Since/move in date (MM/YYYY) □ □ □ □ □ □ □ □

16	Have they within the last 5 years:	
	resided at any other address in the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	resided at any address outside the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	if yes, enter full details to cover the 5 year period (60 months), including move in and move out dates, (no gaps) on continuation pages 13-14	

17	Have you had any other marriages, civil partnerships or cohabiting relationships within the last 3 years? You need not enter details of anyone you have already included on this form	<input type="checkbox"/> No <input type="checkbox"/> Yes
	If yes, please provide details on pages 13-14 as per questions 1-16	

Details about your parents

Please enter your natural parents' details below. If deceased please enter full details including date and year of death in boxes 20a and 26a and **last permanent address with move in date before death** in boxes 23 or 29. Please give the same **full details** of any **adoptive parents, step-parents or legal guardians**, and your parents' current or former partners in **(the same information as per questions 18-23) the last 3 years** on pages 13 and 14.

Details of natural father

18	Title	Surname (now)		
	a. Surname (at birth)	b. Any other surnames used		
19	Full forenames including all middle names		Any other forenames previously used	
20	Date of birth (DD/MM/YYYY)		20a Date of death (if applicable)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21	Place of birth	Town	County or region	Country
	22 Nationality (present or at death) including any dual nationality			
Former nationality (if any)				
23	Full permanent address including postcode			
	Postcode		Since/move in date (MM/YYYY)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick if you are using continuation pages 13-14

Details of natural mother

24	Title	Surname (now)
	a. Surname (at birth)	b. Any other surnames used

25	Full forenames including all middle names	Any other forenames previously used
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26	Date of birth (DD/MM/YYYY) □ □ □ □ □ □ □ □	26a Date of death (if applicable) □ □ □ □ □ □ □ □
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27	Place of birth Town	County or region	Country
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28	Nationality (present or at death) including any dual nationality
	Former nationality (if any)

29	Full permanent address including postcode
	Postcode: □ □ □ □ □ □ □ □
	Since/move in date (MM/YYYY): □ □ □ □ □ □ □ □

Please tick if you are using continuation pages 13-14

30	Do you have any other parents, adoptive parents, step-parents or legal guardians or do your parents have any other partners?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	If yes, are they:	<input type="checkbox"/> Father's Partner/ Step-parent	<input type="checkbox"/> Mother's Partner/ Step-parent
		<input type="checkbox"/> Adoptive Father	<input type="checkbox"/> Adoptive Mother
		<input type="checkbox"/> Foster Father	<input type="checkbox"/> Foster Mother
		<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Legal Guardian's Partner
	If yes, please provide details on pages 13-14 as per questions 18-29		

Security Information

You are reminded that your answers will be checked against national security records. Failure to make a full declaration may result in you being denied clearance.

31

Have you ever been involved in:

espionage? No Yes

terrorism? No Yes

sabotage? No Yes

actions intended to overthrow or undermine parliamentary democracy by political, industrial or violent means? No Yes

Have you ever been a member of, or supported a group or groups involved in any of the above activities? No Yes

Have you ever had a close association with anyone who, to your knowledge, has been a member of or given active support to any such group or activities? No Yes

32

If you have answered yes to question 31 please give full details including dates in the box below:

Criminal Convictions

In line with HM Government's policy on vetting, you must declare any matter that may be relevant. This includes any convictions that you may have, including those which are 'spent'. You must declare convictions issued by a Scottish court even if you know they have been weeded from the Criminal History System in accordance with Police Scotland's rules on the retention of information.

You must reveal all convictions, whether spent or not, under the legislation

In line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Rehabilitation of Offenders (Exclusions and Exceptions) (Scotland) Order 2003 and Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, spent convictions may also be taken into account where protecting public safety or public order is involved.

The relevant department or agency will decide if a criminal conviction affects your security clearance. Although it may be taken into account, such information will not necessarily prevent you being granted security clearance.

Please answer the following questions related to criminal convictions and related matters. **You have the option, should you wish the Vetting Authorities alone to see your response on these matters, to submit this separately to the main application.** You should copy the questions and your responses into an email and send to securityvetting@parliament.uk. Should you wish to do this, please ensure you tick the relevant question below.

FAILURE TO DISCLOSE RELEVANT CIRCUMSTANCES OR INFORMATION IS LIKELY IN ITSELF TO BE REGARDED AS EVIDENCE OF UNRELIABILITY AND WILL BE TAKEN INTO ACCOUNT WHEN ASSESSING YOUR SUITABILITY FOR SECURITY CLEARANCE.

Tick here if you have read and understood these instructions.

I confirm I have understood that I must declare all spent convictions.

I will be emailing the Security Vetting Team my response

No

Yes

YOU ARE REMINDED THAT YOUR ANSWERS WILL BE CHECKED AGAINST NATIONAL CRIMINAL RECORDS.

Have you ever been convicted or found guilty by a court (including juvenile courts) of ANY offence in ANY country, excluding parking and speeding convictions but including all other motoring offences even where a spot fine has been administered by the Police?

No

Yes

Have you ever been on probation?

No

Yes

Have you ever received any type of police caution (including juvenile cautions, warnings or final warning)?

No

Yes

Have you ever been absolutely/conditionally discharged?

No

Yes

Have you ever received a fixed penalty notice?

No

Yes

Have you ever accepted a fiscal fine from the Procurator Fiscal in Scotland?

No

Yes

Have you ever been bound over after being charged with any offence?

No

Yes

Is there any action pending against you?

No

Yes

Have you ever been convicted by a Court Martial, or sentenced to detention or dismissal or fined while serving in the armed forces of the UK or any Commonwealth or foreign country?

No

Yes

If you have answered yes, to any of the above, please give full details including dates in the box below:

I confirm that I have reviewed all the answers I have given for the criminal convictions and related matters section and they are correct.

Important information

Please note that any information provided will be treated in the strictest confidence. Although it may be taken into account, such information will not necessarily prevent you having a security clearance. **Failure to disclose relevant circumstances or information is likely of itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for security clearance.**

If you have any concerns about any of the questions we ask, or what we will do with the information you provide, please contact the Vetting Team in the first instance, on telephone number 020 7219 5920, or email securityvetting@parliament.uk

By signing this page, you are making the following declarations:

I have read and understood the privacy notice on page 17.

I declare that I have read and understood the statement of HM Government's policy on vetting and the House policy on pass issue on pages 3-4 and 17-19. I understand that this form may be submitted for checking against the records of police, security and credit agencies in accordance with that policy.

I declare that the information I have given on this form is true and complete to the best of my knowledge.

I undertake to notify the Vetting Team of any material changes in the information I have given above.

- I understand that any false statement or deliberate omission in the information I have given on this form may disqualify me for employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action which may include dismissal.
- I agree to only use the pass issued and associated access for the purpose for which it was granted.
- I agree to provide appropriate documentation to verify my ID and address.
- I agree that should I choose to email this form or any part of it from an external email address, I do so at my own risk.
- I have read and understood the privacy notice on page 17.
- I declare that I have read and understood the statement of HM Government's policy on vetting and the House policy on pass issue on pages 3-4 and 17-19.
- I understand that this form may be submitted for checking against the records of police, security and credit agencies in accordance with that policy.
- I declare that the information I have given on this form is true and complete to the best of my knowledge.
- I undertake to notify the Vetting Team of any material changes in the information I have given above.

Signature

Date (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Print name

Continuation of answers questions 1–32

Always reference the original question numbers and, where possible, please use the same format as the original questions. Please continue on a separate continuation sheet if necessary.

Additional address 1	Question number	<input type="text"/>
Postcode	From (MM/YYYY)	To (MM/YYYY)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Additional address 2	Question number	<input type="text"/>
Postcode	From (MM/YYYY)	To (MM/YYYY)
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Additional address 3	Question number	<input type="text"/>
Postcode	From (MM/YYYY)	To (MM/YYYY)
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Additional address 4	Question number	<input type="text"/>
Postcode	From (MM/YYYY)	To (MM/YYYY)
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Additional address 5	Question number	<input type="text"/>
Postcode	From (MM/YYYY)	To (MM/YYYY)
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Continuation of answers questions 1–32

Always reference the original question numbers and, where possible, please use the same format as the original questions. Please continue on a separate continuation sheet if necessary.

To be completed by the Project Manager/Sponsor or Technical Officer (cont.)

Please tick: Contractor Consultant Media Specialist Adviser
 Other (please state)

Applicant’s job title

Duration of pass
 12 months. Please note, in certain cases passes may be issued for up to 3 years.

Commencement date	Contract end date

Is there any additional information regarding the applicant of which the Security Vetting Team should be aware? No Yes (please give details below)

What type of clearance is required? CTC SC (by pre-approval only, contact scpo@parliament.uk)

All Sponsors

- I confirm that this individual requires unescorted access on the estate on a regular basis or access to sensitive information.
- I understand that if the pass is not used on a regular basis, then it may be invalidated by the Parliamentary Authorities and may be replaced with an unescorted day pass.

Is an escort pass required? No Yes

Escort passes are subject to allocation.

Signature	Date (DD/MM/YYYY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Print name	Telephone number
Email address <input type="text"/>	

When completed, the sponsor should email the application to securityvetting@parliament.uk. Paper copies can be sent in a sealed envelope, marked as restricted access to the Security Vetting Team, London SW1A 0AA. Enquiries: 0207 219 5920.

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Privacy Notice

We respect your right to privacy. This privacy notice sets out details about the personal data that we collect from you and how we may use your information.

About Us

The House of Commons and House of Lords are separate organisations. The Data Controllers are the Corporate Officer of the House of Commons (Clerk of the House) or the Corporate Officer of the House of Lords (Clerk of the Parliaments). In some cases, where personal data is being processed on behalf of both Houses, the Data Controllers will act as joint controllers.

The Data Protection Officer for the House of Commons is the Head of Information Rights and Information Security:

- Email – IRIS@parliament.uk
- Telephone – 0207 219 4296
- Post – IRIS Service, House of Commons, SW1A 0AA

The Data Protection Officer for the House of Lords is the Head of Information Compliance:

- Email – holinformationcompliance@parliament.uk
- Telephone – 0207 219 0100
- Post – Lords Information Compliance, House of Lords, SW1 OPW

For all pass application and security clearance questions and queries, email the Vetting Team: securityvetting@parliament.uk 0207 219 5920

Collection of your personal data

When you apply for a security pass or a pass renewal, we collect, store and use your personal data which you provide on the form. We may also collect data about you from the Police National Computer database (criminal records – both spent and unspent as defined by the Rehabilitation of Offenders Act), the Security Service and credit reference agency records.

In addition to the House of Commons and the House of Lords, the Security Service is a data controller for National Security Vetting (NSV) in respect of the check of Security Service records. The Security Service publishes advice on access to information at www.mi5.gov.uk/access-to-information. It can be contacted via:

The Enquiries Desk
PO Box 3255
London SW1P 1AE

Use of your personal data

We process your personal data so we can make sure Parliament functions securely. We need it for the purposes of security (physical, cyber and information), including conducting baseline protective security standard checks, national security vetting, and managing access to the parliamentary estate and IT network.

Our lawful bases for processing your data are:

- The processing is necessary for the performance of a task in the public interest or in the exercise of the controller's official authority, including the processing of personal data that is necessary for the exercise of a function of either House of Parliament
- The processing is necessary to comply with legal obligation; we may be obliged to comply with a common law or statutory obligation
- The processing is necessary in relation to a contract we are entering into with you or already have with you. The processing is necessary for the purposes of our legitimate interests.

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A further lawful basis is required when processing special categories of data (racial or ethnic origin; religious or philosophical beliefs; trade union membership; genetic and biometric data; health data; sex life or sexual orientation) or criminal offence data as these types of personal data require more protection. We will only process such personal data where we have a lawful basis to do so. These will differ dependent on the circumstances but might include processing where it is necessary:

- for substantial public interest purposes (the safety and security of the parliamentary estate and all those using it); or
- for employment, social security and social protection purposes.

We may also use your personal data and special category data to protect your vital interests or the vital interests of others you are associated with, if it were to become necessary, for example, whilst visiting the parliamentary estate. Details about the lawful basis for processing personal data can be found on the Information Commissioner's website ico.org.uk.

Storage and retention of your personal data

The House of Commons will retain your personal data for as long as is necessary for the purpose it was collected. In most cases, a retention period will apply which can be found in the Houses of Parliament Authorised Records Disposal Policy on our website.

For the purposes of this notice, your personal data will be retained for such time as you:

- are in possession of a valid security pass granting access to the parliamentary estate (in whatever category);
- have access to the parliamentary IT network; and/or
- hold security clearance permitting you to access the estate or IT network on a temporary basis.

Your personal data will be disposed of securely three years after the expiry of this period.

Disclosure and security of your personal data

Where we have a lawful basis, we may share your personal data with:

- Independent Parliamentary Standards Authority (if you will be working for a Member, for employment purposes)
- The House of Lords Registrar
- The House of Commons Registrar regarding members staff and media passholders
- Your sponsor, employing department or company (to notify them if and when your security clearance has been granted, or to inform them of pass and security clearance expiry). This may include:
 - Government departments
 - Contracting companies
 - British Group of the Inter-Parliamentary Union (BGIPU)
 - Commonwealth Parliamentary Association UK (CPA UK)
 - Political Parties
 - Media organisations

To perform the component NSV checks and reach a security decision, we will share some of your data with:

- Your employing department or company (to request access to relevant personnel records)
- Public authorities which maintain criminal record databases
- The Security Service
- Credit reference agencies
- Referees (e.g. supervisors, character and academic referees)

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Third party personal data may be processed as a result of these checks. For example, this might be provided to us by a referee. We may also notify your sponsor or employer whether your clearance has been granted, refused or withdrawn.

We will never share or sell your personal data to other organisations for direct marketing purposes.

All personal data you provide will be stored securely, both physically and electronically, in accordance with our policies. We have an information security process in place to oversee the effective and secure processing of your personal data.

Where we use third party processors, we ensure appropriate contracts and duty of confidentiality are in place and technical and organisational measures to ensure the security of data have been assessed as appropriate.

Personal data is predominantly held in data centres within the UK or the wider European Economic Area for the purposes of hosting, maintenance and back up. We (or processors acting on our behalf) may also store or process your personal data in countries outside the European Economic Area but only where we are assured of the security of the data and the adequacy of the data protection regimes of those countries and organisations holding the data.

Public Interest Matters

In exceptional circumstances, data supplied by you or by a third party may be sufficiently serious enough that the NSV data controllers may consider it is necessary and in the public interest to share relevant information with an appropriate authority, such as the police. This might occur when information suggests that:

- You or others may be at risk or harm
- Action is required to safeguard national security
- You may have committed a previously undetected criminal offence, or that an offence may be about to be committed.

Appeal

If your clearance is refused or withdrawn, and you are eligible for appeal and decide to appeal to the Security Vetting Appeals Panel, we will provide the Panel with relevant personal data to enable them to consider your appeal.

Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us, for example:

- You can request access to the personal data we hold about you or ask for certain data in a machine-readable format by contacting the Data Protection Officer.
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold or ask us to stop or restrict processing if you have an objection.
- Where we are relying on your consent to use your personal data, you can withdraw that consent by writing to the Data Protection Officer.
- If you have any privacy-related questions or unresolved problems relating to the use of your personal data, you may contact us to complain by contacting the Data Protection Officer.

You can exercise these rights, subject to limited exceptions, such as parliamentary privilege. You also have the right to complain to the Information Commissioner's Office. Further details about your rights can be found on the Information Commissioner's website ico.org.uk.

Policy on Pass Issue

It is policy of both Houses of Parliament that a pass allowing unescorted access will not be issued until after satisfactory completion of a reliability and Counter Terrorist Check, and until satisfactory proof of identity, nationality and immigration status has been established. This will be achieved through the submission of appropriate documents.