



# Baseline Personnel Security Standard (BPSS) Guidelines

## What is the Baseline Personnel Security Standard (BPSS)?

The government has an established network for use by all public sector organisations to share information. This is called the Public Sector Network (PSN). To access the PSN, the government have set a number of necessary applied controls to ensure that the data is accessed only by appropriate individuals.

All employees who use PSN data, email or services must complete a security check known as the Baseline Personnel Security Standard (BPSS).

In these guidelines, you'll find information about the four different elements of the BPSS check, how these are conducted at Hounslow and the implications of any unsatisfactory checks.

This information applies to all employees at Hounslow, except those employed in schools under the control of Governing Bodies. For these employees, procedures adopted by the Governing Body will apply.

## Who is subject to checking?

Any prospective or existing employees who need access to PSN data, email or services as part of their role are required to have a BPSS check. A list of these roles is held and maintained centrally by the People Business Partnering Team and IT & Digital.

Once they have had a satisfactory BPSS check, they will not need to have another, even if their need to access the PSN continues.

You can read more about the details of the check for different employees by clicking on the headings below:

### Recruitment

Existing Staff

+

Agency Workers / Contractors

+

## What are the four elements of a BPSS check?

BPSS checks involve verification of four main elements:

- Identity
- Nationality and Immigration Status
- Employment history
- Criminal Record

The BPSS check will be approved if all 4 different elements of the check come back of satisfactory and there is no other information that casts doubt on their suitability for access to sensitive government assets.

You can find more information on each of these four elements of the check by clicking on the headings below.

Identity

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Nationality and Immigration Status

+

Employment History

+

Criminal Record

+

## What happens if the result of a BPSS check is unsatisfactory?

Sometimes, parts of the check may come back as unsatisfactory or there may be legitimate concerns about an individual's suitability to access to the PSN. If the check is for a new starter, they should not start their new job until this has been reviewed. If they are an existing employee, their access should be suspended until a decision on suitability is made.

The Liberata Recruitment Team will pass details of the case to the person's Manager and their Senior People Team Business Partner (SPTBP). The SPTBP and Manager will work together to determine whether the individual has provided adequate information to satisfy the check.

If, after reviewing the information, the SPTBP and the Manager find the BPSS check is unsatisfactory, they will take the following action:

- **New Starter:** the offer of employment will be withdrawn
- **Existing Employee:** they will be invited to a [formal review meeting](#) where they have the right to be accompanied. At this meeting, the employee will be given the opportunity to provide any supporting evidence showing they satisfy the 4 elements of the check.

If it is found that the requirements for the BPSS check have not been met, consideration will be given to the employee's continued suitability for the role and any further steps that may need to be taken in result of that

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