

Demo Company Limited		
Human Resource Security		
ISO/IEC 27001:2013		
Issue 1	A.7.1.1 Screening A.7.1.2 Terms and conditions of employment.	Authorised By:- Directors of Demo Company Ltd.
Page 1 of 2	Effective Date: 1st Nov 2021	Classification:- Internal
Issue Date: 1st Nov 2021		Last Review Date: 1st Nov 2021

Scope

This controlled process defines Information security controls applied for screening and terms and conditions of employment.

Responsibility and Authority

The appointed information security representatives are responsible for the overall management of this process including its correct implementation and regular review.

Control and Distribution

This process is issued as a controlled document and can only be updated by the authorised information management representative and must include a revision status and traceability of the change process.

A master is retained as part of the information security management system with uncontrolled copies issued at point of use.

The Process

A.7.1.1 Screening

The organisation has implemented background verification checks as part of the recruitment process which includes.

Character references

Accuracy and completeness of CV

Confirmation of experience and qualifications

Independent identity verification

Credit reviews

Criminal records

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The above checks are required depending on the job role and level of risk and are in accordance with laws, regulations and ethics including the protection of personal information. This also includes contractors.

A.7.1.2 Terms and conditions of employment

Terms and conditions of employment for employees and contractors are signed off prior to employment and cover confidential and security arrangements including post-employment responsibilities. This also communicates employment law requirements, confidentiality, non-disclosure agreements and addressed in information transfer section 13.2.4. These agreements also address arrangements for intellectual property rights and protection of records as documented in compliance controls sections 18.1.2 and 18.1.3.

Application of the protection of information as detailed within the organisation's classification of information and assets including information from external sources as detailed in information classification section 8.2.3.

Employees and contractors are subject to the organisations disciplinary process should policies and controls not be followed.

Appointments are subject to appropriate clearance of screening as detailed in 7.1.1 above.