



BPSS* Guidelines for subcontractors – BAM Construct UK Ltd

***Her Majesty's Government Baseline Personnel Security Standard (BPSS)** *Enclosed: HMG Baseline Personnel Security Standard (BPSS) - Guidance for Parliament's contractors*

The following guidelines must be followed in order to gain the BPSS check for your employees. Parliamentary passes will not be given until the following process has been completed. Please use the **subcontractor security tracker template, [enclosed]** we have provided to maintain an accurate record of documents collected.

Stage 1:

Open the **Verification Record [VR] [enclosed]** and complete for each employee who requires a pass. All sections must be completed and the below steps will support this process:

- **Right to work (RTW)** - Take a copy of their passport and driving license using the **ID Certification form [enclosed]**. Please forward a copy of this to myself to check, you should keep a copy of this on your system until BAM are audited and require it. It is crucial that they sign the ID certification form. You are to then compare the signature on an official document, (passport / driving license) against the one signed on the ID certification form.
- **Proof of address (POA)** - If the employee does not hold a driving license, or the address doesn't match what you hold for them then they must present a utility bill, council tax bill or paper bank statement, which is within 3 months of date. These cannot be an online bill, it must be a paper copy.
- **National Insurance number** - Make a note of the employees NI number on the tracker. No checks are needed to be done with this but it must be available.
- **3 years of employment history checks** - If an employee has been employed by you for over three years, a signed contract will suffice. If not, employment history must be sought by obtaining references from past employers on headed paper.

Submit the completed VR form only to Bam Construct UK Ltd via Michelle Davis, clearancehop@bam.co.uk. The RTW, POA, NI number should be retained confidentially by you and available for audit.

Stage 2:

1. Once all of the above is completed, give the **individual the Parliamentary SQ form, [enclosed]**. All sections must be completed on a computer.
2. Submit the SQ form to Bam Construct UK Ltd via Michelle Davis, clearancehop@bam.co.uk. The turnaround time to receive a pass from here is 4+ weeks.

Please store all information in relation to those being checked as we will conduct an audit imminently and every 6 months thereafter to ensure compliance.

Due to the nature of the project if you were found to be non-compliant the parliamentary passes will be revoked immediately.

Any questions, please contact Michelle Davis, clearancehop@bam.co.uk.

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1. Employee/Applicant's details	
Surname	HOLDHAM
Forenames	ANDREW ROBIN
Address	19 MIDDLEFIELD DRIVE, BINLEY
	COVENTRY, WEST MIDLANDS, CV3 2UZ
Date of Birth	06/08/1963
Place of birth	COVENTRY, ENGLAND
Nationality	BRITISH
Former or dual nationality	
(with dates if necessary)	

2. Documents you have examined to confirm identity and right to work*	
Normally a passport and one proof of address document	
Document:	Date of issue:
A PASSPORT	04/02/2016
B DRIVING LICENSE	05/01/2022
C	
D. Insert National Insurance number:	NA 73 81 47 B
E. Insert signature of employee/applicant:	
F. Date of signature comparison:	24/05/22

*Please make sure that copies of documents are dated on the day they were examined and that these copies are retained for the length of the applicant's employment plus two years.

Compare the signature at (E) against the signature on the passport, driving licence or identity card.

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3. Verification of three-year employment/education history

The standard requires you to verify the applicant's complete last three-year history. If the applicant has been employed by your company for the last three years or more please confirm their employment start date. If not please, give details below of the information you have obtained which allowed you to verify the full three years. This is an important part of the security checks to ensure there are no unexplained gaps in their most recent history.

Verification Details

- a. Company JMS Specialist Joinery LTD
Referee
Employment start and end dates Start: 01/04/97
- b. Company
Referee
Employment start and end dates
- c. Company
Referee.....
Employment start and end dates

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4. **Other Information** If the applicant has a limited right to live and work in the UK when does their immigration status need to be rechecked and by whom? Qualification certificates seen?

Any additional checks carried out.

I certify that in accordance with the requirements of the Baseline Personnel Security Standard:

I have personally examined the **original** documents listed at 2 above and have confirmed the identity and nationality of the above-named employee/applicant. **Copies attached.**

I have obtained the references and the information listed at 3 and 4 above to enable me to verify the employee/applicant's three-year history. **Copies attached.**

Hence, I confirm that I have fully satisfied the requirements of the standard.

Name Amber Keynes

Appointment/Post Admin/Accounts Assistant

Company name Raphael Contracting LTD

Signature Ale

Date 24/05/22

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GDPR Privacy Notice – Parliamentary Baseline Personnel Security Standard Verification Record: Annex B

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 Data Controllers. 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

Collection of your personal data

When you contact us, visit us, access or use our services either online, by post, in person or by other means, we may collect, store and use your personal data.

For the purposes of this notice, the personal data we collect is:

Full forenames, surname, date and place of birth, gender, signature, nationality including dual nationality, home address, National Insurance Number, immigration status and 3-year employment or education history

Use of your personal data

The lawful basis for collecting and using the personal data described above will depend on the specific context in which we collect it. However, we will normally collect personal data from you only (a) where we need to for the purposes of Parliamentary functions, (b) where we have a legal obligation to collect the personal data from you, (c) where we need the personal data in relation to a contract we have with you, (d) where we have your consent to do so or (e) where the processing is in our legitimate interests and not overridden by your rights.

We may also use the personal data you provide us to protect the vital interests of you or others you are associated with if it were to become necessary, for example, whilst visiting the Parliamentary Estate.

For the purposes of this notice, we consider the purposes for the processing to be National Security Vetting and the lawful basis to be:

- the processing necessary to perform a task in the public interest or for the exercise of the functions of either House of Parliament

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- the processing is necessary to fulfil a contractual agreement between you and us

Details about the lawful basis for processing personal data can be found on the Information Commissioner's website (www.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, the retention period for the collection of this personal data is 3 years after which the personal data will be disposed of securely.

Disclosure and security of your personal data

We may disclose your personal data to third parties when permitted to do so including:

- with your consent;
- where we have a contract with a processor acting on our behalf
- if we have a lawful basis for doing so;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation. This includes providing your personal data to other organisations, such as the Police, for the purposes of prevention and detection of crime

For the purposes of this notice, your personal data may be shared with police and law enforcement agencies, the security services and credit reference agencies.

We may also share your personal data with other organisations where there is a lawful basis for doing so, such as the House of Lords administration (who are separate Data Controllers) for the provision of shared services to you.

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

All personal data you provide to the House of Commons 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.

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Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us. These may include:

- Where we are relying on your consent to use your personal data, you can withdraw that consent or unsubscribe from our services at any time. Instructions are provided when we collect your data.
- You can request access to the personal data we hold about you at any time by contacting the Data Protection Officer whose contact details are found at the top of this notice (subject to limited exceptions).
- 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 (subject to limited exceptions).
- 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 whose contact details are found at the top of this notice.
- You also have the right to complain to the Information Commissioner's Office, the supervisory authority, about our collection and use of your personal data. They can be contact at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, www.ico.org.uk.

Further details about your rights and the complaints process can be found on the Information Commissioner's website (www.ico.org.uk/concerns)

Passport



Please scan a copy of your passport and driving license in the placeholders above.

1. Amber Keyne [NAME] conducted a right to work check against the original of this document in the presence of the holder on

Date 24/05/22 Signed Ale

Confirmation of holders signature.....