**Specification for 2016 Document Scanner Pilot**

**Aim:**

Service Providers should aim to ensure their document scanning technology saves Registered Body employers:

- **Time** – document scanning technology should make checking documents quick;
- **Money** – should reduce the risk of receiving a civil penalties; and
- **Worry** – It should provide higher levels of confidence about the identity of prospective employees, as such strengthen safeguarding controls.

**Scope:**

To provide a service that will support a pilot exercise to gauge the effects of Registered Bodies (RB) employers within the care sector using document scanner technology, to support manual checks, to validate documentation submitted by prospective employees/volunteers in the care home sector, that need to demonstrate a right to work in the UK and apply for a Disclosure and Barring Service certificate.

The Home Office will nominate RBs that have agreed to participate in the pilot.

**Service will include:**

1. Establishing the most suitable equipment to deliver the Home Office pilot while accommodating the technical capabilities of each of the Registered Bodies taking part in the pilot.
2. Supply, installation and maintenance of document scanning hardware, where required and software for six months in up to 12 locations across up to 6 Registered Bodies.
3. Allow RB employers to change technology after 3 months if they are unsatisfied with the document scanning technology allocated.
4. Provide maintenance support for faulty equipment/software within 24hrs of a problem being reported (Mon-Fri).
5. Maintain an up to date database of documentation used for validations and make any data on false documents available to the Home Office and Law Enforcement Agencies for wider sharing in an appropriate format.
6. Enable system reports to include the number of successful and unsuccessful validations during the pilot, by document type and distinguish whether the document has expired or is fraudulent.
7. Provide support desk facility available 09:00hrs – 16:30hrs Mon-Fri.
8. Provide on-site training to each Registered body covering equipment/software use and report production
9. Provide 'End of pilot' summary report: to include issues log, summary MI, lessons learnt and any feedback from Register Body employers involved in the pilot.

**Equipment and connectivity requirements:**

1. Existing desktop and/or mobile scanning solutions may be utilised.
2. Documents being validated are specified in List A and List B contained in the Right to Work Checklist and the documents identified in Group 1 and Group 2a of the Disclosure and Baring Service document check-list.
3. While there is no requirement for connectivity to any networks, databases or cloud data storage, the technology must be able to provide reports on false

documents which can be shared with the Home Office and Law Enforcement, specifically the National False Identity Database, in an appropriate format as agreed.  This information must include:

- o Scanned image of the document which clearly shows;
    - Metadata on why the scanner identified the document as suspect
    - Facial image of the holder (where applicable);
    - Unique Reference Number of the Document;
    - Name;
    - Date of Birth;
    - Nationality;
    - Address (where applicable); and
    - Validity period.

## Data Security requirements:

1. Any data recorded via a document scanner must be securely stored and not accessible to employees not entitled to see the information;
2. Personal data of prospective employees/ volunteers must not be made available to the Service Provider; and
3. Only data relating to fraudulent documents should be shared with the National False Identity Database.

## Data Cleansing:

1. Employers may keep copies of documents to enable them to comply with Right-to-Work checks.
2. At the end of the pilot RB's employees/applicants data must be cleansed from any equipment and/or databases required to be returned to the provider at the end of the pilot.

## Timings:

Mar 2016   Establishing equipment requirements
Develop metrics
Installation and setting up of equipment
On site user training
April 2016  Kick off - Users start validating documents only using scanners provided
Start collecting MI

## Contract variation:

The Home Office will review progress of the pilot three months after commencement.

The Home Office may vary the pilot, if one of the RB partners decides to withdraw from the pilot.  This may include reducing the number of participants or finding a suitable replacement.