4 - Personnel Security (For requirements please see Appendix C – Personnel Security)

Question;

4a. What security vetting has been carried out for staff who will have access to, or come in to contact with HMRC data or assets.

All Sepura staff have completed Baseline Security Checks. Some Sepura staff also have SC clearance based on being a List-X site.

4b. Please provide details of how you will ensure that all staff accessing HMRC data are aware of the confidential nature of the data and comply with their legal and specific obligations under the Contract.

Local briefings and annual confirmation as required.

For those staff handling HMRC AES256 radios they are required to hold SC and crypto authorisation which are all re-briefed annually.

4c. All contractor's personnel who have access to HMRC data, and/or are directly involved in the service provision must sign a copy of HMRC's Confidentiality Agreement. Please confirm that, in the event that your bid is successful, you will provide signed hard copies of the CA for all personnel involved in this Contract if requested.

Confirmed

4d. Please provide details of the ongoing training you provide to staff in respect of data security, including risk awareness and the identification and reporting of security incidents. Please also provide details of your documented information security procedures and processes that are available to all staff who will have access to, or come into contact with HMRC data.

All new starters are provided with a Security Awareness induction and receive regular updates on security matters. A security SharePoint page is available to all staff providing information on security incident management and security risk management and how to identify and report them.

Internal Communications go out to all staff throughout the year as appropriate. There is an Information Security Management Forum that meets at least quarterly with each member being a 'security champion' for cascading information within their area of responsibility.

Based on business need, and role, external certified training will be completed.

4e. Please provide details of your procedures for on and off boarding staff.

All new starters are provided with appropriate inductions from across the organisation based on their role. A Security Awareness induction is provided and staff receive regular updates on security matters.
Role Based Access Controls are implemented based on the principle of least privilege.

Leavers to Sepura are processed on or after their leaving date as possible and all Sepura owned hardware (fixed assets) is returned. Access control systems are updated to remove access and ID cards are returned.