



Security Screening and Vetting

SERVICE
DESCRIPTION

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See Crown Commercial Service G Cloud 15 site for more technical detail regarding items such as onboarding and offboarding / outage management. For reasons of security our G Cloud detail is held at Official. We would be glad to provide an Evidence Pack at Official-Sensitive level which contains detailed technical information in respect of the solution from a functional, non-functional and architectural perspective.

SERVICE OVERVIEW

Our 2026 Cloud Security Vetting Management Software provides a comprehensive Cloud based toolset for all types of

- ✓ Vetting
- ✓ Security Screening
- ✓ Recruiting

An HR User / Sponsor can submit basic details and level of check required for a message to be system generated to invite a candidate to submit to vetting containing passwords and guidance.

A front-end web Portal affords the Candidate the opportunity at their own pace to complete Vetting details and attach any relevant documents. In doing so helping to reduce cost, improve data accuracy and drive the process in as automated manner as you deem fit using simple logical friendly software.

Submissions can be automated to return acknowledgements with Service Level Agreement expectations, reference and contact point. As the process evolves further automated acknowledgements can be scheduled to a HR team, to Applicant or Sponsor.

Once submitted the Application meets a triage Quality Assurance point. This enables the human eye to review a submission and check all has been correctly received. For example, if any supporting identification documents are properly and clearly copied. At this point the SLA clock may pause if a submission is returned to candidate or enter a new phase if Quality Assured.

The system can reach out to a standard sets of checks, automated where possible and return all for decision or review. Opportunities exist to integrate internet scraping tools and other applications.

A powerful Document Manager manages all file types including audio and video (eg social media).

Templated decision letters will populate for outcome communication.

The system will configure to both review dates and UK GDPR compliance dates.

Overall the facilities of this system strongly contribute to achieving the activity-tasking, security, controlled access and efficiency benefits of a paperless office.

GSA Security Vetting Software provides a bundle of the usual GSA 2026 system features including:

- ✓ Secure paperless system to manage your business safely.
- ✓ Device agnostic HTML/5 for agile working
- ✓ Role Based Access Controls enabling 'need to know' principles to apply.
- ✓ Fresh modern screens which can be 'pinned' to keep clean or show options.
- ✓ Grid fields you can personalise to view the categories of data to suit your role.
- ✓ Drop downs that you can maintain and alter as business need changes.
- ✓ Opening dashboard of Management Information
- ✓ 'Common Query' bespoke report wizard
- ✓ Three levels of search capability across all input and OCR readable documents
- ✓ Splash screen available for key notices.
- ✓ Web portal for direct entry of data with 'save as draft' feature
- ✓ Configurable mandatory fields
- ✓ Formatted references/dates
- ✓ Option e-form capability for formatted ingestion of data
- ✓ Option Portal
- ✓ Comprehensive Record Management including Redaction and Version control
- ✓ Manage documents, audio, video, social media
- ✓ Template manager with both email and report options
- ✓ 'Collections' Suite including Title Page, Indexing, Pagination and encrypted export
- ✓ Automated email notification to deadlines / event reminders
- ✓ Red Amber Green record shading to signify timeliness
- ✓ Ability to 'flag' records of significance (eg warning marker)
- ✓ Simple audit capability
- ✓ UK GDPR retention/deletion controls to support data minimisation

BUSINESS BENEFITS

- ✓ Increased efficiency and cost savings:
- ✓ Purpose built workflow for Legal Compliance (UK GDPR)
- ✓ Promotes consistency of approach
- ✓ Information Security (paperless, password controlled, auditable)
- ✓ Automation of functions saves time and improves data accuracy (Portal, Validation of Applicant forms, Templates, formatted emails, Redaction, Version Control)
- ✓ Timely Management and Demand information
- ✓ Email alerts of Reviews and other key events.
- ✓ Auditability

RESILIENCE / BACK UPS / BUSINESS CONTINUITY

An Availability Zone (AZ) is one or more discrete data centres with redundant power, networking, and connectivity in an AWS Region. All AZs in an AWS Region are interconnected with high-bandwidth, low-latency networking, over fully redundant, dedicated metro fibre providing high-throughput, low-latency networking between AZs.

All traffic between AZs is encrypted. The network performance is sufficient to accomplish synchronous replication between AZs. Because the solution is partitioned across AZs, it is better isolated and protected from issues such as power outages, lightning strikes, tornadoes, earthquakes, and more. AZs are physically separated by a meaningful distance.

The Database is backed up on a regular basis and each back up is retained for a set period of time. Aside RTO and RPO, Point in Time Recovery is enabled.

GSA provide a detailed description of the Architecture Disaster Recovery Strategy in our Evidence Pack.

SERVICE LEVELS AND AFTER SALES

GSA manage the service via a portal using HaloITSM Service Management.

This is available 365 24/7.

Our Contact desk is available 0800-1800 Monday to Friday excluding Bank Holidays.

Our approach is aligned to V4 of the Information Technology Infrastructure Library.

We have a tiered approach to both 'Incidents' and 'Service Requests' with clear descriptions of our Service Level Agreement commitment to both such as Response Times.

You will find a detailed summary of the Support Offer at Appendix 1 of our 'Terms and Conditions'.

After Sale you can expect to be offered a Quarterly Service Review with an Account Manager.

AVAILABILITY

AWS stated availability for this service is 99.95% (excluding Planned and Emergency maintenance periods).

SECURITY

Security is of paramount importance to you, us and our AWS Cloud hosting partner.

Taking human security our staff are all NPPV3+SC vetted by Warwickshire Police. They undergo role specific training and mandatory annual security training. They sign SyOPs Instructions every year and we have detailed policies and procedures that are audited for compliance regularly with greatest focus on data security and areas we believe are of most importance to you such as Access.

Your User access is defined by Role Based Access Controls providing the permissions and ability to lock records down to keep them and your data safe.

The physical security of both our premises and that of our AWS Cloud hosting partner are also of great importance which is why we subscribe to ensure both are accredited as Police Assured Secure Facilities.

Our Cyber Security is a daily review item. We subscribe to receive Threat Intelligence from a variety of sources. We build our solution and infrastructure to be secure, aligning to Data Protection by Design and Default. At AWS platform level monitoring of the platform is provided by Amazon GuardDuty, AWS Shield and Security Hub. At Application level we deploy a range of cutting edge monitoring and scanning services and use Amazon CloudWatch for monitoring and observability.

We test our security regularly. We commit to many accreditations for which we are inspected annually (eg Cyber Essentials Plus, ISO27001). We commission ITHC testing of both application and environment and share outcomes with customers.

CONTACT

For more detail of how a great partnership can look contact us:

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