

PERSONNEL SECURITY SCREENING

Access to Government Assets (including information)

An important and fundamental principle of good security is the "need-to know". This involves limiting access to protected or classified information or assets to those people only who must have access to perform their jobs. No employee is entitled to have knowledge or custody of protected or classified information solely by virtue of a level of security clearance.

All departmental employees must undergo a security screening process before being appointed to their position.

There are two types of security checks:

- the Reliability Check (RC)
- the Security Assessment

To have access to Government assets including information, you **MUST** have a valid Reliability Status.

The Reliability Status (RS)

Prior to the appointment of an individual to a position, a Reliability Check must be done and a Reliability Status granted. An individual granted a Reliability Status may have access to unclassified and protected information and assets.

Verification and validation of the following checks are required:

- personal and employment data
- educational and professional qualifications
- accreditations or certifications
- references
- criminal records
- credit rating
- name indices check (vetting), if required

Once the RS has been authorised, access is granted on a need-to-know basis to protected information (Protected A, B and C).