



Acquisition of Human Resource Information

Version 02

November 07

**Law Enforcement Liaison Manager
Royal Mail Letters Security**

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Change Control

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Document Change History

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01	Change of status from Royal Mail Group to Royal Mail Letters and update of changes to procedures

Glossary

Document Summary

The policy is a working document, which will be reviewed once a year for relevance and at other intervals when a significant change in the working environment or working activities takes place.

The policy is issued to all stakeholders and is available on the Security Intranet site and through the Group Security Database.

Procedure Statement

The aim of this document is to provide Investigators within the Royal Mail Group, with clear guidance concerning the required Procedures & Standards in relation to the above subject.

Procedures

Security Intelligence Team

The Law Enforcement Liaison team have direct access to HR Infinium and IRIS systems

Human Resource Information

Human Resource information means any information relating to an employee of our Business an Agent or Agent Assistant.

Single Point of Contact

A Single Point of Contact was established in accordance with Part 1, Chapter 2 of the Regulation of Investigatory Powers Act.

This role has now been extended to facilitate the acquisition of Human Resource information.

Disclosure

Human Resource information is requested and supplied in the following circumstances:

- (a) The prevention and detection of crime,
- (b) The apprehension or prosecution of offenders,
- (c) The assessment or collection of any tax or duty.

Documentation

Form GS219 must be completed for all requests for Human Resource information.

Human Resource information gained through direct access and not through the SPOC will still require GS219's to be completed. These forms will need to be retained for audit purposes.

Any request for Human Resource information can be forwarded by hard copy, fax or e-mail and forwarded to;

Hard Copy:

Floor 2A
Battersea SDO
202 Lavender Hill
LONDON
SW11 1A

Fax: **GRO**

E-mail: Intelligence.Transactions@ **GRO**

The Single Point of Contact will hold a register of information requested and disclosed.

In exceptional circumstances requests can be made verbally but a completed form GS219 must be forwarded to the above address as soon as is practicable. An exceptional circumstance will be regarded as an urgent enquiry where timescales are critical.

Standards

Following the rationalisation of Transaction Services Human Resource operational units, the acquisition of Human Resource information now needs a standard approach.

The Security Intelligence Team at Battersea LDO has been established as the Single Point of Contact (SPOC) for the acquisition of Human Resource information. This is to safeguard our Business and also Security Managers in relation to Data Protection Act 1998 issues. However it should be noted that for purposes of urgent checks Investigation Team Managers have direct access. Further to this for the purposes of intelligence gathering and prosecutions personnel within the Criminal Intelligence team and the Prosecution Support Office also have direct access.

The Acquisition of Human Resource information can only be made by the Single Point of Contact to the appropriate designated contact point within Transaction Services.

The Single Point of Contact holds full details of the contact points within Human Resources in relation to all personal information.

Deployment

Timescales

- The Single Point of Contact will turn around requests in accordance with the following Key Performance Indicators
 - 90% within 24hrs
 - 10% within 48hrs