

# Security Clearance - hired staff and contractors

## PERSONAL AND COMPANY INFORMATION

Surname	First name
Personal identification number	Employer (full company name)
E-mail address of employer	Postal address of employer
Task - describe in short words what the person should work with (used for assessment of possible placement in security class and control cause during register control)	
Contact person at Svafo (the person responsible for the rental)	

## SECURITY CLEARANCE

<p>Security classification</p> <p><input type="checkbox"/> No classification   <input type="checkbox"/> Class 3   <input type="checkbox"/> Class 2</p> <p>In normal, persons working for Svafo should not be placed in security class. The exception is for work within an SUA agreement that still require placement in security class. In these cases, enter SUA agreement here.</p> <p>SUA ID:</p>	<p>Approved registry check (if registry check is current)</p> <p><input type="checkbox"/> Yes Date:                      <input type="checkbox"/> not applicable</p> <p>Passed drug test</p> <p><input type="checkbox"/> Yes   Date:</p> <p>Certificate of approved drug test is sent with this security check for registration in the access system.</p>
<p>Security clearance interview conducted by the employer</p> <p><input type="checkbox"/> Yes      Date:</p>	

## APPROVAL

Security clearance approved		<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by CEO, personnel manager, safety protection manager or equivalent. Signature, title and printed name		Date
E-mail address of the person who completed the security check		

Only this signed page and drug test results must be scanned and sent by e-mail to [sakerhetskontroll@svafo.se](mailto:sakerhetskontroll@svafo.se) or by post to AB Svafo, Säkerhetskontroll, Box 90, 611 23 Nyköping.

## Security Clearance guidelines

When hiring personnel, the employer (responsible signatory, security manager or equivalent) is responsible for ensuring that the security assessment takes place in accordance with Svafo's instructions to meet the requirements of 7 § Swedish Radiation Safety Authority's regulations and general guidelines (SSMFS 2008: 12) on physical protection of nuclear facilities for security screening of personnel. Register control is only carried out if the person needs to be placed in a security class and in cases where the company and Svafo have signed a security protection agreement (SUA). In these cases, the person must consent to a register check on a special form that can be obtained by our security officers.

The security check aims to check that a person can be considered reliable from a security point of view and thus suitable to participate in the nuclear activities. The security check must be completed before a person may participate in the nuclear activities and be granted physical or logical access.

The security check is valid in the access system for 3 years and must then be renewed in a documented manner on this form. The person who performed the security check should regularly carry out follow-up conversations about the security check and keep notes on this. One recommendation is that this is done routinely, e.g. in connection with annual goal and development talks. The information must not be shared with anyone else and must be carefully protected against unauthorized access.

In the event of suspicion of changed conditions for the security check, the Security Manager at Svafo must be contacted immediately.

If a leasing company (e.g. an A-supplier to Vattenfall) in turn rents in resources to "pass on", it is the companies that are responsible for leasing people to Svafo - (A-supplier) who will be responsible for the security check. The same procedure applies when another legal entity (BU/SF) within Vattenfall AB "rents out" resources to Svafo.

## Basic investigation and security interviews

A thorough investigation of a person's references, financial situation, use of alcohol and drug habits as well as social network is part of the security conversation and thus an important part of the security check. The following documentation may be part of such a conversation:

- Results from drug tests, alcohol tests and in some cases a medical examination.
- Grades, certificates, references and personal knowledge of the person.
- Any other controls, such as social media, Enforcement Agency, Tax Agency.
- Identity card from the population register - for persons who are "new citizens" who have resided in Sweden for less than five years, an identity card or extract from the population register must be a basis for the security check to establish the person's identity.

Employers must carry out and make their own notes during the security interviews. The questions under the heading "Call support" can be used to support these calls.

## Drug test

All work at Svafo must be carried out without the influence of drugs. An approved drug test is an essential requirement for being allowed to move around independently on the premises and is a component of the security clearance. Periodic drug testing must be carried out every three years. Drug testing is to include the following drugs:

- Cannabis
- Amphetamines/Ecstasy
- Cocaine
- Opiates
- Benzodiazepines

Individuals who are authorised to move around independently on the premises are subject to random drug tests. In the event of a positive result, the individual concerned will not be allowed access to the premises.

## Security Clearance (registry check) and reporting

Security Clearance involves information being obtained from a National Police Records or and Government responsible organization.

For Swedish citizen register check covered by The Swedish Criminal Records Act (1998:620) or by the Criminal Suspects Register Act (1998:621). A registry check also involves the retrieval of information on the police's processing of personal data for law enforcement purposes supported by the Swedish Crime Data Act (2018:1693).

Register checks are only carried out for persons who are subject to security classification according to the Swedish Security Protection Act (2018:585) and could only be carried out for Swedish citizens.

In order to carry out a register check, the consent of the person to be tested is required. The consent is documented in a form that is distributed by our security officers.

Information that may come to light during a register check for Swedish citizen is only disclosed for security check by the Security and Integrity Protection Board if it can be assumed that it is relevant to the review. Before information is disclosed, the inspected person is given the opportunity to comment on the information. Functions that may receive information from the register control have a duty of confidentiality.

The register check is carried out by the authority set out in the Security Protection Ordinance. Until the person is deregistered from register control, there is spontaneous reporting of offenses that end up in the registers. The reports are handled by the Security Protection Officer (The Security Manager at Svafo), who in turn contacts the contractor who signed the security clearance.

For foreigners who need to work in security class 3, a contact will be carried out by The Swedish Government to the country of citizenship our birth to get a "Letter of good behaviour" or a "Certificate of conduct". This should only be done after consultation with the Svafo security officers.

Serious incidents and inappropriate behaviours can form the basis for revoked access and a renewed the security check.

## **Security clearance approval**

The employer (responsible signatory, security manager or equivalent) approves the Security Check by signing the first page of this form.

## **Information about our record keeping (GDPR)**

Record keeping and processing of certificates included in the access regulation is handled by AB Svafo. Each person registered in the system receives information about which personal data is stored and is asked to certify by their signature that they have received this information.

The person who is subject to security clearance shall read and sign "Information about records management according to GDPR".

## **Summary – information to be send**

Security clearance "Approval page 1" of this document, not the attachments, together with drug test results and records management according to GDPR must be sent by e-mail to [sakerhetskontroll@svafo.se](mailto:sakerhetskontroll@svafo.se) or by letter to Säkerhetskontroll, AB Svafo, Box 90, 611 23 Nyköping, Sweden.

## Information for conducting security clearance interviews

A security clearance interview is part of the security check for a person to be allowed to work independently within Svafo. An approved security check is one of the prerequisites for own access to Svafo's nuclear facilities, or offices and IT systems (physical and/or logical access).

When should a security call be made?

- In connection with a new assignment at Svafo
- Ongoing during the execution of the assignment
- In case of suspicion of changed conditions for the security check.

A security clearance interview should be conducted in a positive environment where there is room for reflection and dialogue. The interviewee should feel heard and respected. It is therefore important that the interview doesn't feel like an interrogation.

The aim of the interview is to establish if the interviewee has a life situation that does not make him or her to be at risk of exposure of pressures that would make him or her a security risk.

In the event of changed conditions that affect the security check, the SPO for Svafo must be contacted immediately.

### Before the interview

It is important that the person conducting the security clearance interview is prepared and has gone through the questions before the meeting. It is a good idea to be aware of the aim of the questions and, where necessary, note down some additional questions that are more specific to the interview taking place. There is no need to stick to the order of the questions in the interview guide. It is more important that the conversation flows freely than it is to ask the questions in a specific order.

If the interviewee is informed in good time of the conditions and aim of the security clearance interview, the interview should not come as a surprise to the person. This will help the interviewee to prepare for the interview mentally and reduce the risk of being taken unaware by the questions asked.

### Issues raised by living abroad

If the interviewee is an individual who has spent a large part of his or her adult life abroad (either because emigrating from another country to Sweden or being a Swedish citizen who has, for various reasons, lived abroad) then the problem of background checks needs to be considered. This is particularly important for countries where it is difficult to check qualifications, certificates, and references.

## Security clearance interview guide – call support

Notes from the security clearance interview should be handled with care and not sent to AB Svafo.

<b>Life situation and background</b> The aim of these questions is to build a clear picture of the interviewee's life situation and background. Ask follow-up questions based on the interviewee's answers and ask more in-depth questions about the areas in which the interviewee gives general descriptions. Pay attention to problems and crises in the interviewee's background and life situation.	Background, e.g. upbringing and time at school
	Leisure, e.g. interests, involvement in associations and clubs, and everyday life
<b>Friends and family</b> Get a picture of who the interviewee spends time with. Does the person have a limited or wide circle of friends? Old friends or new? Work, pursuits and hobbies? Special group affiliations associated with crime?	
<b>Alcohol</b> Form your own understanding of the interviewee's alcohol consumption through your questions. If the interviewee describes changes in behavior, negative mood swings or loss of memory connected to alcohol consumption or if he/she have been turned away from parties or public premises because of alcohol consumption, then his/her drinking patterns needs to be clarified. It would also be of interest to get the interviewee's view of how he/she is perceived by others when he/she is drunk: tired, giggly, talkative (about work) or provocative/aggressive.	Do you drink alcohol?
	_____
	If yes, state how much and how often you drink:
	_____
	How do you react to larger amounts of alcohol?
	_____
	Have you been taken into custody by the police for drunkenness? Do you have, or have you ever had a problem with alcohol?
	_____
	If yes, are you undergoing, or have you undergone any rehabilitation?
	_____
	When and why did the problems occur?
	_____

<b>Travel</b> Form a picture of the interviewee's travelling habits, for both professional and private purposes. Which countries do the person find interesting and why? What is the purpose of his/her visit? Cultural, historical, adventure, sun and sea or similar. Have he/she made new friends or acquaintances he/she is still in touch with? What does the interviewee know about these friends and acquaintances?	Countries visited and reason for visiting.  Remaining contacts from these trips. Information about them.
<b>Drugs and doping</b> Here it is important not to just establish if the interviewee abuses drugs, but also his/her attitude to using drugs as a stimulant/for recreational purposes.	Have you ever taken drugs or doping substances?  If yes, under what circumstances do you use/have you used drugs or doping substances?  Has this use had any effects on your professional and private life?  Have you undergone or are you undergoing any form of rehabilitation?
<b>Crime</b> A result in the event of a police records check or equivalent does not necessarily rule out employment or other participation in AB Svafo operations. It would however be an aggravating factor if an incident not mentioned in the security clearance interview was to be found in any subsequent checks. It is important that the interviewee is informed of this fact and understands it.	Have you ever been suspected of or prosecuted for a crime?  If yes, when and what were you suspected of/prosecuted for, and what were the consequences?  Have you ever been the subject of any other police intervention?
<b>Exposure on the internet</b> Discuss the interviewee's exposure on the internet, such as social media and other forums. Clarify whether the interviewee understands vulnerability and confidentiality and what is appropriate or inappropriate to publish.	Exposure on the internet such as social media and other discussion forums

<b>Education and qualifications</b> It can be interesting to find out the motivation behind the choice of more unusual courses or qualifications if they are skills that have nothing to do with the current choice of profession.	Educational background
	Driving licence?  Have you held a licence previously and it has been recalled or returned?
<b>Employment history</b> If a CV has not been submitted, go through the interviewee's employment history. Take note of any time gaps or shorter periods of employment in the CV and explore the reasons for these. Form a picture of how the interviewee performed in previous jobs.	Current employment
	Previous employment (employer, job and time period)
	Are there any time gaps in your CV you haven't reported?  If yes, why?
<b>Additional activities of relevance</b> Take note of whether the interviewee has any other business interests or additional activities. Discuss these and decide whether they could present a conflict of interest with AB Svafo, or if they could cause doubts about the interviewee's loyalty or reliability from a security protection perspective.	Do you have any other business interests?  <hr/> If yes, please give details
<b>Breach of duties or responsibilities</b> Take note of successes and problems the interviewee has encountered and how the person has handled them. Security-related problems are of particular interest. What, when and the consequences are factors of interest.	Have you been affected by any conflicts – either security-related or other problems – in your working life?  If yes, what happened, why did it happen and what were the consequences?
	Have you during employment or similar breached your duties, neglected responsibilities or made a serious mistake that led to disciplinary action?
	If yes, state which disciplinary board was involved and the penalties imposed on you (deduction from wages, warning or other)?



<p><b>Security awareness and attitude to security</b>          Discuss security in a wider sense and the interviewee's understanding of and attitude to security and confidentiality.</p>	<p>Have you attended any security courses?</p> <p>If yes, make a note of which and where:</p> <hr/> <p>Describe your attitude to, and knowledge and understanding of security and confidentiality:</p> <hr/>
<p><b>Finance</b>          Get as clear a picture as possible of the interviewee's financial situation. How has the interviewee managed his/her finances, what state is he/she in today and how do things look for the future?          If it emerges that the interviewee does not have a strategy for managing his/her finances or if there are signs of greed or unrealistic lifestyle, he/she may be a security risk. One thing to note would be if the individual has a lot of credit/debt.</p>	<p>Describe your financial situation</p> <hr/> <p>Do you pay alimony to anyone?</p> <hr/> <p>If yes, to whom, why and how much?</p> <hr/> <p>Do you have or have you ever had any record of non-payment and/or debts to Kronofogden (Swedish Enforcement Authority)?</p> <hr/> <p>If yes, describe the circumstances (when, why, how much, the consequences, how you solved/plan to solve the problems).</p> <hr/> <p>Do you have or have you ever had a gambling or shopping addiction?</p> <hr/> <p>If yes, describe the circumstances surrounding the addiction (when, the extent, the consequences and how you resolved/plan to resolve the situation).</p> <hr/>
<p><b>Contacts</b>          Explain and provide examples of the fact that there are countries, organizations and individuals who are interested in acquiring information and material from AB Svafo (e.g. foreign intelligence or security services, national defense departments, police or organized crime gangs). Discuss what views the interviewee has on this.</p>	<p>Are you now or have you ever been in contact with foreign intelligence or security services, national defense departments, police or organized crime gangs in or outside of Sweden?</p> <hr/> <p>If yes, which, for what purpose, when and to what extent?</p> <hr/>