



7 February 2022

Dear ,

**Freedom of Information request: FOI2022/00025**

Thank you for your Freedom of Information request received on the 24 January in which you requested the following:

**Your request:**

*I write with a request under the Freedom of Information Act 2000, for any policy document that defines the background screening applied to prospective or new members of HR staff.*

**Our response:**

I can confirm UK Research and Innovation (UKRI) hold the information relevant to your request. Please see the information below.

Under Section 21 of the FOIA, Information already reasonably accessible, the following information you have requested is already available in the public domain:

- [UKRI Recruitment Policy](#)<sup>1</sup>

Section 21 is an absolute exemption which means that there is no requirement to conduct a public interest test.

The recruitment policy, along with other HR policies, is available from the [employment policies section](#)<sup>2</sup> of the UKRI website.

Pre-employment checks and security screening is covered in section 14 (page 6) and appendix E (page 18) of this policy and are actioned by a third party provider on UKRI's behalf.

The policy confirms that all employees are screened at Level A at minimum, with enhanced screenings at Level B and C conducted where there is either interaction with children or budgetary responsibilities.

If you have any queries regarding our response or you are unhappy with the outcome of your request and wish to seek an internal review of the decision, please contact:

Head of Information Governance

Email: [foi@ukri.org](mailto:foi@ukri.org) or [infogovernance@ukri.org](mailto:infogovernance@ukri.org)

Please quote the reference number above in any future communications.

<sup>1</sup> <https://www.ukri.org/wp-content/uploads/2020/10/UKRI-081020-RecruitmentPolicy.pdf>

<sup>2</sup> <https://www.ukri.org/about-us/work-for-us/working-at-ukri/our-employment-policies/>

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: <http://www.ico.gov.uk/>

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see UKRI's complaints policy: <https://www.ukri.org/about-us/policies-and-standards/complaints-policy/>

Yours sincerely,

  
Information Governance  
Information Rights Team  
UK Research and Innovation  
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