Personal and company information

|  |  |
| --- | --- |
| Surname | First name |
|  |  |
| Personal identification number or passport number | Employer (full company name) |
|  |  |
| E-mail address for sending certificate renewal reminders etc. | Postal address of employer |
|  |  |
| E-mail address of employer contact | |
|  | |

Security clearance

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| --- | --- |
| Security classification (registry check) | Passed drug test (required for independent movement) |
| No classification  Class 3  If classification is necessary, it must be carried out by the Security Protection Manager at Studsvik before security clearance is approved. | Yes Date:  Drug test report is attached to the security clearance.  No requirement for access only to IT environment |
| Security clearance interview conducted by the employer | |
| Yes Date: | |

Approval

|  |  |
| --- | --- |
| Security clearance approved. | Yes |
| Approved by the employer, signature | Date |
| Name (Printed): |  |

This signed page and, where applicable, drug test results must be scanned and sent by e-mail to *sakerhetshandlaggare@studsvik.com* or by post to Säkerhetshandläggare, Studsvik Nuclear AB, Box 610, 611 10 Nyköping, Sweden. Tel: +46 (0) 155 22 13 13.

Studsvik Nuclear AB security clearance guidelines

Security clearance must be carried out by the employer, and the person authorized to sign for the company (or equivalent) must certify that the individual has been found to pose no risk from a security perspective. Security clearance must be carried out in accordance with the Studsvik Nuclear AB guidelines contained in this document.

Security clearance (not attachments) together with drug test results must be sent by e-mail to *sakerhetshandlaggare@studsvik.com* or by post to Säkerhetshandläggare, Studsvik Nuclear AB, Box 610, 611 10 Nyköping, Sweden.

The purpose of the security clearance is to determine if an individual can be deemed to pose no risk from a security perspective and to be trusted to participate in security-sensitive activities. Undergoing security clearance fulfils section 7 of the Swedish Radiation Safety Authority’s regulations and general advice on the physical protection of nuclear facilities and the security clearance of personnel.

Security clearance includes primarily:

* Basic investigation, security clearance interview
* Valid drug test

In certain cases, the issues below may also be relevant:

* Registry check for individuals in security class 3 or higher is only relevant for some roles where individuals have the opportunity to cause significant damage to Swedish national security. It can be used for individuals who have access to information or could have an influence on the security of the facility.   
  Decisions on security classifications must be taken by the Security Protection Manager at Studsvik Nuclear AB before the security clearance process begins. In these cases, security clearance must be supplemented with a signed *Consent to Registry Check* form. The registry check is carried out by Studsvik Nuclear AB if it is warranted, or another organisation.
* Extracts from police records and requests for extracts must be handled by the individuals themselves. If an individual refuse to request an extract, then an equivalent extract or information must be obtained in another way, for example an extract from UC, 2Secure or similar.

Security clearance must be completed before an individual is allowed to participate in security-sensitive operations.

Security clearance is valid for three years, after which time it must be renewed. A reminder will be sent out to the individual and their employer well in advance of the required criteria becoming invalid to the e-mail address given on the security clearance form.

**Studsvik Nuclear AB must be contacted immediately in case of suspicion of changed conditions of the security clearance.**

Basic investigation, security clearance interview

A security clearance interview (basic investigation) is an important element of security clearance for individuals working in nuclear facilities that are civilian protected property. The basis of the interview could be:

* Results of drugtest and, in certain cases, radiological medical examination.
* Certificates, testimonials, references and personal knowledge of the individual.
* Any other checks, such as social media, Kronofogden (Swedish Enforcement Authority) and Skatteverket (Swedish Tax Agency).
* Information that has come to light following registry checks or record extracts and special personal investigation.
* Population registration certificate in certain cases.

The employer must conduct security clearance interviews. The interview guide appendix can be used as support when conducting this interview.

Drug test

All work at Studsvik Tech Park 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 spontaneous reporting

Security Clearance involves information being obtained from a national police records or a 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).

Registry checks are carried out for individuals who are subjects of security classification.

In order to carry out a registry check, for Swedish citizen only, consent needs to be given by the individual concerned. This consent needs to be documented on the *Consent to Registry Check* form. The Security Officer will fill in this document.

Information that can be obtained from a registry check can only be disclosed for security clearance purposes by the Säkerhets- och integritetsskyddsnämnden (Swedish Commission on Security and Integrity Protection) if it is likely to be relevant to the clearance. Before information is disclosed, the individual being checked is given the opportunity to comment on the information. Functions allowed to access information from the registry check are bound by confidentiality and professional secrecy.

Registry checks are carried out by Länsstyrelsen (County Administrative Board) which will communicate approval. Until an individual is removed from the registry check, spontaneous reports of wrongdoing will be documented in the register. These reports are dealt with by the Security Protection Manager and can provide grounds for undergoing a new security clearance screening process.

Security clearance/Swedish registry check approved

The employer approves the security clearance and recordkeeping (GDPR) by signing the security clearance form and send it to the responsible Security Officer. For foreigners who need to work in security class 3 (only), a contact will be carried out with the responsible Authority in the country of citizenship or birth to get ”Letter of good behaviour” our ”Certificate of conduct”. Approval (page 1 of this document) must be sent to the Security Officer for registration.

**There is no requirement for other pages in this interview guide to be filed and they can be destroyed after the interview has been conducted.**

Appendix B – Security clearance interview

Information for those conducting security clearance interviews

A security clearance interview forms a part of the security clearance process that will allow individuals to move around independently within the Studsvik Tech Park area.

Conducting the security clearance interview:

* In connection with permission to move around independently within the Studsvik Tech Park area, security sensitive operations or accessing the IT system.
* When it is suspected that the conditions of security clearance have changed. If circumstances have changed, Studsvik must be contacted immediately.

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.

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 taken into account. This is particularly important for countries where it is difficult to check qualifications, certificates and references.

Security clearance interview guide

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

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| --- | --- |
| **Life situation and background**  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 |
| **Friends and family**  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? |  |
|  |
| **Alcohol**  Form your own understanding of the interviewee’s alcohol consumption through your questions.  If the interviewee describes changes in behaviour, 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? |

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| **Travel**  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. |
| **Drugs and doping**  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? |
| **Crime**  A result in the event of a police records check or equivalent does not necessarily rule out employment or other partici­pation in Studsvik Nuclear AB 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? |
| **Exposure on the internet**  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 |

|  |  |
| --- | --- |
| **Education and qualifications**  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? |
|  |
| **Employment history**  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? |
| **Additional activities of relevance**  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 Studsvik, 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?  If yes, please give details |
| **Breach of duties or responsibilities**  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). |

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| **Security awareness and attitude to security**  Discuss security in a wider sense and the interviewee’s understanding of and attitude to security and confidentiality. | Have you attended any security courses?  If yes, make a note of which and where: |
| Describe your attitude to, and knowledge and under­standing of security and confidentiality: |

|  |  |
| --- | --- |
| **Finance**  Get as clear a picture as possible of the interviewee’s financial situation. How has the interviewee managed his/her finances, what state are they 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. | Describe your financial situation  Do you pay alimony to anyone?  If yes, to whom, why and how much?  Do you have or have you ever had any record of non-payment and/or debts to Kronofogden (Swedish Enforcement Authority)?  If yes, describe the circumstances (when, why, how much, the consequences, how you solved/plan to solve the problems).  Do you have or have you ever had a gambling or shopping addiction?  If yes, describe the circumstances surrounding the addiction (when, the extent, the consequences and how you resolved/plan to resolve the situation). |
| **Contacts**  Explain and provide examples of the fact that there are countries, organisations and individuals who are interested in acquiring information and material from Studsvik (e.g. foreign intelligence or security services, national defence depart­ments, police or organised crime gangs). Discuss what views the interviewee has on this. | Are you now or have you ever been in contact with foreign intelligence or security services, national defence departments, police or organised crime gangs in or outside of Sweden?  If yes, which, for what purpose, when and to what extent? |