

# Agenda Screening Services™

## WHY TRUST US AS A CANDIDATE?

Our client has asked us to conduct background screening to enhance their overall security measures and to ensure compliance with current legal requirements. Their decision to conduct background screening is based upon several key criteria and the screening level chosen will be proportionate to the requirements of the role. Here are some reasons why you can trust Agenda with the screening process and protection of your personal data:

***When the client makes the screening request, who has access to the information they provide?***

**A.** Information is sent through a secure link to our secure servers in the UK. Access to this data is restricted.

***How long is the data held on your servers after the screening request has been made?***

**A.** It is held until you submit your application or a maximum of one calendar month. Once you have submitted your information, this data is held for 6 months.

***How can I log on to provide my information?***

**A.** Our secure online portal can be accessed via a desktop computer/laptop, mobile phone, or tablet.

***As a candidate, if I save the data during the online application process will the client have access to it?***

**A.** No, it is held purely for your use until you submit the online application.

***What if I forget my password?***

**A.** If your password fails, you will be invited to reset.

***If I change my mind about providing consent after I have started the online process, do I have the chance to decline?***

**A.** Yes, either just logout or don't press 'submit'. To withdraw from the process, contact your employer.

***Can I log on again after I have submitted my data?***

**A.** Yes. If we need further information, we will ask you to re-enter the online portal to do this.

***What happens to my data once I have completed the online process?***

**A.** The data is transferred directly to our secure network for the screening process to commence.

***Why do you ask for so much information?***

**A.** Each client has specific screening requirements. Agenda will only ask you to provide information necessary and relevant to conduct your specific screening level.

***How will I know when the screening is complete?***

**A.** The client is notified and provided with a screening report.

***Will I be informed when my data is destroyed and how will I know?***

**A.** No, but all data is destroyed after 6 months of the screening being completed, in compliance with the Data Protection Act 2018 and the GDPR.

***If I have a problem with submitting my data can I contact anyone?***

**A.** Yes, please call or email us between 8AM to 5:30PM, Monday to Friday on the details below.