CycVetting provides completion, recording, tracking and management for all vetting requirements.

A complete vetting software solution enabling the **completion of an application** within a **portal**, tracking of **vetting requests**, management of internal activities and checking processes, **automated renewal generation** and notifications, nominal tracking and **management**.

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Superior Intelligent **Solutions**

CycVetting - the complete vetting software solution

The complete software solution for the completion, management and recording of the security vetting process providing tracking from receipt to finalisation and review. Record all checks, key actions, decisions and activities, store available information, files, emails and documents.

Summary

✓ Portal for the completion of the application form and auto creation of vetting records (configurable validation)

✓ Dashboard for the applicant, sponsor and vetting unit

✓ Record and manage all vetting application checks and activity

✓ Configure required checks per vetting type / person full decision, appeal and review recording

✓ Automated activity tasking and notification

✓ Configurable email templates

✓ Ability to configure and record charges / costs

✓ Full integrated document management for all files, emails, email attachments, images, videos, audio and scanned documents, etc

✓ Auto-generation and storage of templates

✓ Automated emails to applicant and sponsor for completion and management

Request types

The system is configurable to enable the recording and management of different vetting request types including handling for vetting checks, foreign force checks and Psd checks. The appropriate levels of vetting are then configured such as recruitment vetting, management vetting and developed vetting.

Nominal management

A nominal management feature undertakes automatic checks for duplication, including all subjects of applications (applicants), sponsors, family, co-residents and associates.

The solution enables all related information and key actions to be recorded, all related documents, files and emails to be retained and all disclosures recorded.

Eliminate the need for manual form filling and checking

Ease of use

✓ The solution includes functionality to allow sponsors and vetting teams to work efficiently through easy to use functionality:

✓ Quick view of workload via the dashboard

✓ Notifications for overdue and target dates

✓ Intelligent data validation, reducing application form error rates

✓ Easily set follow up tasks.

✓ Record change of circumstance

✓ Automatic renewals and renewal notifications

✓ Record retention and destruction process

Compliance

The system is compliant with the data protection act 2018 and all other relevant legislation / regulations including the Human Rights Act 1998, Disability Discrimination Act 2010 and the Computer Misuse Act 1990. The software is compliant with the requirements of HMG vetting standards, Manual of Protective Security, the NPCC National Police Vetting Policy, and the NPCC National Policy for Vetting. The solution is compliant with the code of practice on management of police information enabling lifecycle management of documents and records.

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