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# Vero Document Library

## 1 INTRODUCTION

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Vero maintain a growing library of information and guidance documents relevant to employment screening. The content of the library is typically driven by Client queries, changes in legislation or regulatory developments which are deemed to (potentially) impact employment screening services. The purpose of the library is to create useful publications that assist both ourselves and our Clients stay abreast of pertinent information and changes that might affect or enhance our services.

## 2 CONTENT

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Current content includes guidance and procedural documents, commentary on best practice, new legislation and developments in the market. For example:

- **Overseas hiring location guides** which document the associated intricacies and cultural sensitivities of employment screening and privacy legislation.
- **Subject access requests** guides which set out the means by which Candidates can obtain their own criminal record information in overseas location
- **Senior (Insurance) Management Regime** factsheets and recommendations for suitable screening packages to ensure ongoing compliance
- **Document retention** guidance covering recommended retention periods for employment and screening related documentation,
- **Data protection** legislation updates including the 'direction of travel' in relation to General Data Protection Regulation

Content is periodically reviewed and amended and strict version and access controls are applied. This ensures our Clients get up to date information at all times. All Vero Library documents are created for guidance purposes only and do not constitute legal advice. Clients are recommended to consult with their own HR or legal counsel prior to taking any action.

## 3 REQUESTING CONTENT

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Vero are always keen to research, update and add new content that could be of use to ourselves and our Clients. We therefore encourage feedback in relation to existing documents or suggestions for new topics, to help ensure the knowledge base is relevant, accurate, useful and shared. If you require information on any topic relevant to employment screening, please contact your Client Relationship Manager or get in touch via the 'contact us' page on our website.