

## **Internal Fraud: Fair Processing Notice**

From 1 November 2015, Civil Service bodies started providing the Cabinet Office with information about employees dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, due to the outcome of an investigation, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a newly created database - the Internal Fraud Database. They share with Social Security Scotland Resourcing Team who conduct pre-employment checks, the names, dates of birth and national insurance numbers of staff included on the Internal Fraud Database. Where an applicant to Social Security Scotland is successful at interview, Social Security Scotland will, as part of their pre-employment screening, check the candidates details against the information received from the Cabinet Office. Any candidate who is included in the Internal Fraud Database will be refused employment.

This information will be retained by the Cabinet Office on the Internal Fraud Database for a period of five years from the date of dismissal (or the date employment ended). Social Security Scotland will share with the Cabinet Office the outcome of the checks for monitoring and analysis purposes. The Cabinet Office will use this information for research on the prevention and detection of fraud. This will not be shared outside Cabinet Office, or Social Security Scotland Resourcing Team except on an anonymised basis.

The types of fraud/dishonesty covered by this process are defined by the Civil Service as follows:

1. Dishonest or fraudulent conduct, in the course of employment in the Civil Service, with a view to gain for the employee or another person;
2. For employees of DWP and Social Security Scotland only, this includes dishonest or fraudulent conduct relating to benefits, even if not connected with employment.
3. For employees of HMRC only this includes dishonest or fraudulent conduct relating to tax duties, contributions or payments administered by HMRC even if not connected with employment.
4. For Home Office employees only this includes dishonest or fraudulent conduct relating to immigration, passport, asylum or nationality matters even if not connected with employment.

At the point of dismissal or notification to staff who have resigned that their name and details will be placed on the database, staff have the right to appeal against inclusion of their details on the Internal Fraud Database if they consider exceptional circumstances apply. The rights in relation to the disciplinary process itself are not affected.

The issuing of this notice does not in any way pre-judge the outcome of any disciplinary investigation or what an appropriate sanction might be should misconduct be proven.