Assessing and acting on changes in a clearance holder’s circumstances

This guide is for your organisation to assess a clearance holder’s continued suitability if a security incident, change in personal circumstance, or HR issue is reported.

**Examples of changes in circumstances**
- Deliberate involvement in criminal activity
- Repeated or intentional breach or security incident
- Repeated failure to report change of circumstance
- Association with criminal groups
- Addictive behaviours (e.g. drug, alcohol, gambling)
- Accidental or one-off breach or security incident
- Unintentional involvement in criminal activity
- Disciplinary procedures
- Change in mental health and wellbeing
- Change in close personal relationship
- Significant change in financial circumstance
- Major medical event
- Change in residency status or citizenship (Inform NZSIS vetting support)
- Relatives moving to countries of security significance
- Moving to a foreign country
- Victim of crime
- Change of address or living arrangements eg flatmates, Air bnb guests, boarders, other whānau members
- Name change
- Emergency clearance upgrade
- Change of role or employment type within organisation

**Assess the impact**
- Assess the impact, and continue to monitor. If required seek support from your CSO or security team.
  - Consider the likelihood of the change or behaviour negatively impacting the clearance holders suitability to hold their clearance:
    - Has a crime been committed?
    - Is there an impact on national security?
    - Are there multiple factors involved? (e.g. repeated breaches, a change in personal relationship, and concerning behaviours emerging)?
    - Are there work and personal stressors?
    - Have you assessed against your existing holdings to identify any patterns of concerning behaviour?

**Possible actions**
- Cancel clearance pending full investigation
- Suspend or limit access to classified information, assets or work locations until investigation is over
- Request external assistance to investigate concerns (Police and/or NZSIS)
- Request a review for cause with NZSIS vetting
- Confirm the clearance holder’s understanding of their requirements
- Record the change in your own systems
- Monitor for concerning behaviour

**Likely impact on clearance suitability**
- Assess the impact, and continue to monitor.

**Little impact on clearance suitability**
- If you have any doubts or need further advice email psr@protectivesecurity.govt.nz

**Possible impact on clearance suitability**
- Recording the change in your own systems
- Consider requesting a review for cause with NZSIS vetting
- Confirm the clearance holder’s understanding of their requirements (as a clearance holder)

**Possible actions (ESCALATE IF NECESSARY)**
- Monitor for concerning behaviour
- Request internal assistance to investigate (HR, Security, Legal)
- Consider requesting a review for cause with NZSIS vetting
- Confirm the clearance holder’s understanding of their requirements
- Record the change in your own systems

This diagram is a guide only. Please seek further advice if required.