



Caring is our passion... Compassion is our belief...

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Identity Checks

Identity checks are designed to

- determine that the identity is genuine and relates to a real person, and establishes that the individual owns, and
- is rightfully using that identity.

In order for NOA Healthcare to complete an identity check, we endeavour to verify that the person is who they say they are by seeing and reviewing original identity documents and validating the authenticity of the documentation obtained.

Policy

The process involves checking two elements of a person's identity:

1. Attributable – the evidence of a person's identity that they are given at birth (including their name, date and place of birth) and any subsequent change(s) of name.
2. Biographical – a person's personal history including education and qualifications, addresses, electoral register information and employment history.

Biometric identity, such as fingerprints, voice and DNA, is not a required part of the NOA Healthcare's identity checks.

Verifying identity process involves:-

- receiving original documents,
- checking document authenticity using Identity Checking Scanner,
- validating an individual's personal details against external reliable sources, including information held by previous employers (subject to the individual providing relevant consent that such information can be accessed).

NOA Healthcare ensures that their recruitment staff utilise a combination of these methods and ensure that staff are suitably trained to undertake appropriate checks in order to satisfy themselves that the identity of all staff whether permanent, agency members, volunteers, and any other individual involved in activities on behalf of the NOA Healthcare, has been verified.

Information obtained from reliable sources is cross-referenced against information provided by the individual to identify any mismatches.

NOA Healthcare endeavour to investigate any mismatches to ensure both the attributable identity and the biographical identity of the person are authentic.

Original documents allow NOA Healthcare to check a members:-

- full name – forenames and last name
- signature
- date and place of birth
- current address
- provide biographical information that can be verified and cross referenced.

All prospective members of NOA Healthcare are required to provide acceptable documents containing their photograph (where available), such as:-

- a passport or UK photo driving licence
- original documents providing their current address, such as a utility or bank statement

A full list of acceptable documents as recommended with the NHS Employment Check Standards document.

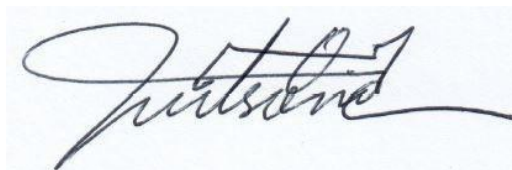
References <http://www.nhsemployers.org/your-workforce/recruit/employmentchecks/nhs-employment-check-standards>

Policy Origin – In House Policy

Last Review Date: NOV 2023

Signature

Wilson Olakkengil

A handwritten signature in black ink, appearing to read 'Wilson Olakkengil', written on a light blue background.

Next Review Date: JAN 2025

Quality Assurance Reference POL/42/19