## 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	$\sum$	Potential impact	Assess the impact		
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,		<image/> <section-header><section-header><image/><image/></section-header></section-header>	<text><text><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></text></text>	ESCALATE IF NECESSARY	<ul> <li>Cancel clearar</li> <li>Suspend or lim locations until it</li> <li>Request extern (Police and/or</li> <li>Request a revit</li> <li>Confirm the clear</li> <li>Monitor for cord</li> <li>Monitor for cord</li> <li>Monitor for cord</li> <li>Consider request (as a clearance)</li> <li>Consider request</li> <li>Record the chast</li> <li>Nonitor for cord</li> <li>Request intern</li> <li>Record the chast</li> <li>Consider request</li> <li>No further action</li> </ul>
Air bnb guests, boarders, other whānau members Name change Emergency clearance upgrade Change of role or employment type within organisation		<i>Little</i> impact on clearance suitability			<ul> <li>Record the cha</li> <li>Consider if the</li> <li>No further action</li> </ul>



## **Possible actions**

- ce pending full investigation
- t access to classified information, assets or work
- vestigation is over
- al assistance to investigate concerns
- NZSIS)
- ew for cause with NZSIS vetting
- arance holder's understanding of their requirements
- inge in your own systems
- cerning behaviour
- cerning behaviour
- al assistance to investigate (HR, Security, Legal)
- esting a review for cause with NZSIS Vetting
- arance holder's understanding of their requirements
- holder)
- inge in your own systems
- cerning behaviour
- sting a review for cause with NZSIS vetting
- arance holder's understanding of their requirements
- sting assistance from the line manager,
- m HR if needed
- nge in your own systems

cerning behaviour

- al assistance to investigate (HR, integrity team)
- ange in your own systems
- esting assistance from the line manager,
- m HR if needed
- on required

inge in your own systems clearance is still required on required

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