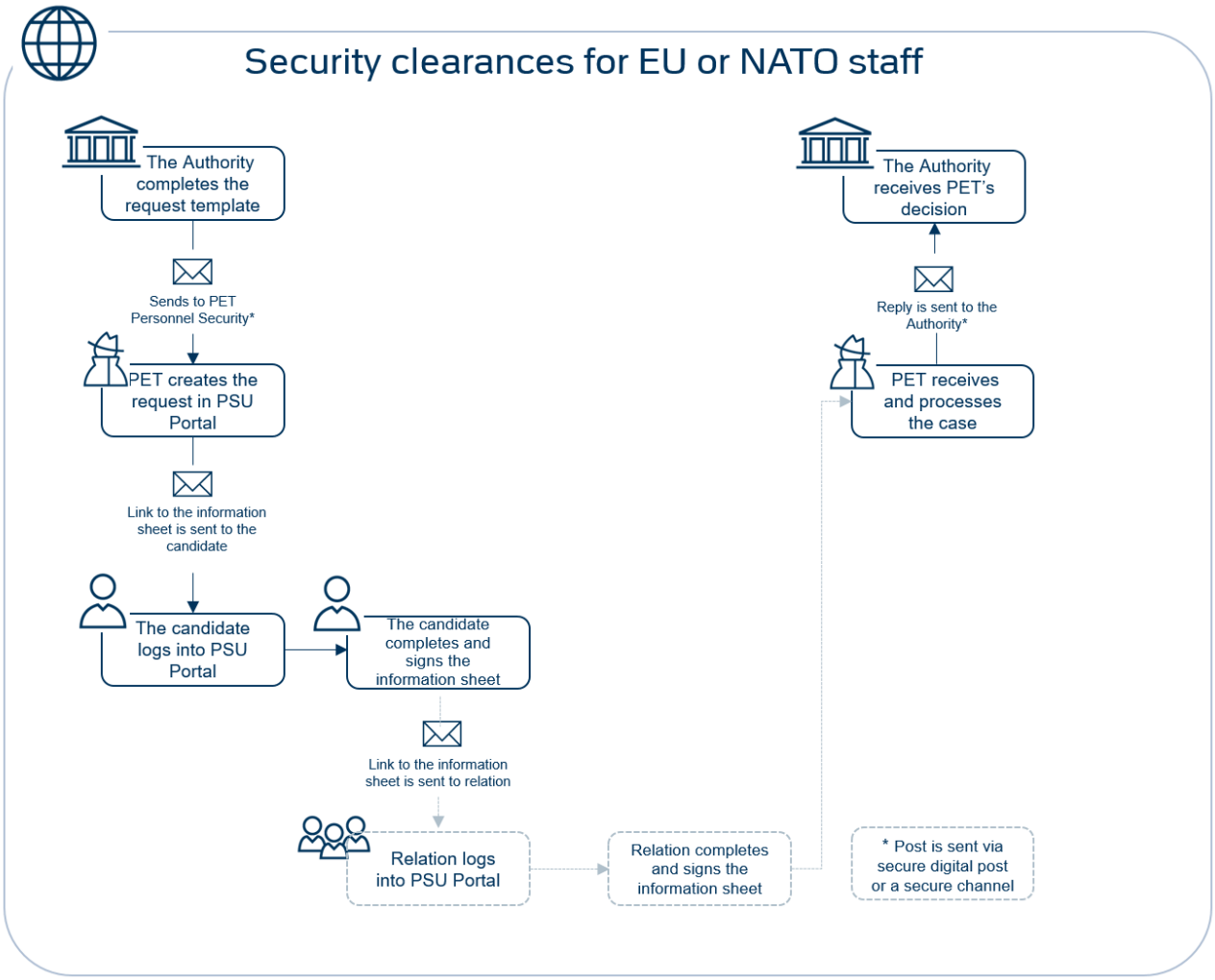
Guide for EU and NATO authorities

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This guide is for EU and NATO authorities (hereinafter referred to as “the Authority”) that need employees with Danish citizenship or permanent residence in Denmark to be security cleared in order to work for EU or NATO authorities directly via the Danish Security and Intelligence Service (PET). The Authority must at any time have at least one security cleared security officer whom PET Personnel Security can contact, if required. This individual must be security cleared for the Authority at the level of CONFIDENTIAL or above, which must be documented upon request.

In the following, any mention of documents being sent refers to a digital mail solution agreed between the parties. Thus, PET presupposes that documents relating to the processing of Danish security clearances are forwarded securely in digital form to and from the Authority. The agreed solution must ensure that personal identifiers can be submitted securely in digital form. The most expedient solution, for instance the secure channel to use etc., must be agreed bilaterally between the Authority and PET before any documents are exchanged.

Process



Request for vetting of present or future employees

The security officer must forward the request template duly completed and signed to PET attn Personnel Security.

A deadline for the vetting may be stated in the request

The request template can be found here https://pet.dk/beskyt-din-organisation/psu-portal along with other templates, guides etc.

Completion of information sheet

PET creates the request in the PSU Portal as soon as possible, which launches the vetting process. Once the request is created, a message is forwarded via the Digital Post solution to the candidate with a link to the digital information sheet in the PSU Portal. Therefore, the Authority should preferably request the candidate to check messages in the Danish Digital Post solution.

If the candidate and/or a relation has not completed the information sheet within two weeks of receipt, PET will start a reminder process by reforwarding the link and requesting the security

officer to contact the candidate. If the information sheet is not completed within the next two weeks, the request is cancelled, and PET will inform the security officer of the cancellation.

The security officer is expected to be able to assist the candidate in completing the information sheet. Further guidance may be found here https://pet.dk/beskyt-din-organisation/psu-portal. The security officer may also send specific questions about the information sheet to the email address Pet-personsikkerhed@politi.dk.

Security clearance result

When PET has made a decision following the vetting process, the security officer will be notified of whether the candidate has been security cleared.

List of security cleared candidates

PET sends an annual list of all active security clearances and ongoing vetting processes relating to the Authority to the security officer for the purpose of review.

Other matters

Where required, the security officer notifies PET in writing of deregistered security clearances or cohabitation changes, and PET updates status or conducts the requisite supplementary vetting. If the security cleared candidate gets a new partner or cohabitant, this relation will receive a link in the Digital Post solution.

If a security clearance needs to be renewed, the security officer must notify PET, not later than five months prior to its lapse, that a new request process will be started.