

# Preparation

- Start
  - Start of preparation
  - Consent form obtained
  - No Consent form
- Preparing Self Declaration
  - Start

Start

Start

# Start of preparation

<b>Owner:</b>	Head Screening	<b>Executive:</b>	Screening Specialist		
---------------	----------------	-------------------	----------------------	--	--

## Important notes:

- There can be already uploaded consent forms from other companies but for us is important only Validato Declaration of consent
- 

## Do's

## Dont's

## Files:

## Links:

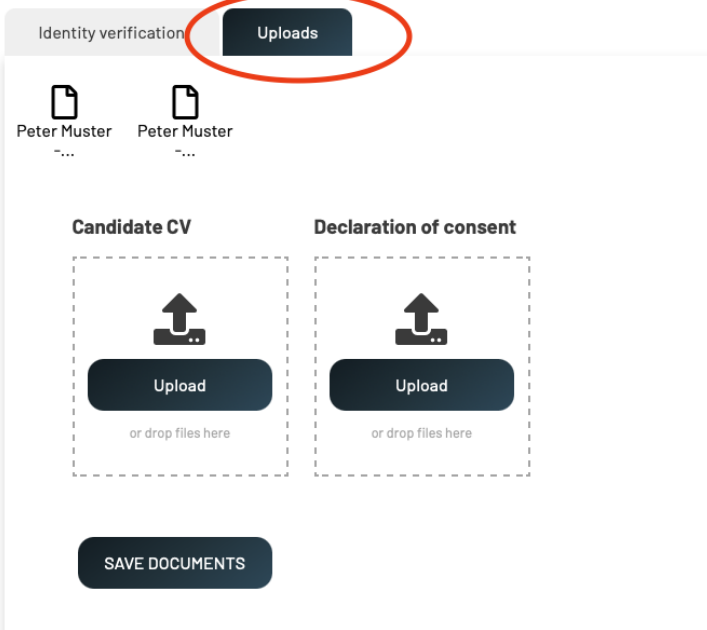
## Systemborders:

If there is **NO CONSENT FORM** we proceed here: **No consent form**

If we have **OBTAINED CONSENT FORM** we proceed here: **Consent form obtained**

Open file of the candidate by clicking on his name.

Then we click on the last page called "Uploads"



Open all files (in the picture above Blank page logo documents named Peter Muster) by clicking on them.

In the documents we search first for filled Validato Declaration of Consent form. Example below BUT there are more types of Declar



### Déclaration de consentement / Declaration of consent

(Version 05/2022)

Validato SA (Validato) fournit à ses clients des services dans le domaine de la vérification des informations pertinentes sur les employés actuels ou potentiels, les prestataires de services, les clients et les tiers, ainsi que de la validation des informations fournies par ceux-ci.

Validato a été mandatée pour contrôler ou vérifier les aspects suivants me concernant :

- Vérification d'identité
- Statut de résidence
- Confirmation de l'adresse
- Expérience professionnelle (je détermine sur le portail en ligne dans quelle mesure les employeurs précédents peuvent être contactés)
- Formation / formation continue
- Diplômes / certificats
- Activités secondaires
- Conflits d'intérêts
- Extrait de casier judiciaire / J'autorise Validato en Suisse et le cas échéant à l'étranger à obtenir des extraits de casier judiciaire ou des extraits comparables)
- Intégrité financière (J'autorise Validato en Suisse et le cas échéant à l'étranger à obtenir des extraits du registre des poursuites ou des attestations comparables)
- Listes de sanctions et de surveillance
- Leak Papers
- Global News
- DDNT / Recherche sur Internet
- Médias sociaux

J'accepte que Validato puisse collecter, traiter et mettre à disposition du client nommé sur le portail en ligne mes données personnelles en relation avec les éléments susmentionnés pour la vérification de ma personne et l'examen des informations et des documents que j'ai soumis. En outre, j'autorise Validato à obtenir les confirmations nécessaires auprès des bureaux concernés en Suisse et, le cas échéant, à l'étranger.

Je consens expressément que Validato puisse également collecter, traiter et mettre à disposition du client des données particulièrement sensibles me concernant et, si nécessaire, créer également un profil de personnalité me concernant.

Si cela est nécessaire pour l'examen de ma personne et la vérification des informations et des documents que j'ai soumis, Validato peut envoyer une copie de cette déclaration de consentement aux bureaux et parties compétentes en Suisse et, si nécessaire, à l'étranger, et transmettre mes données pour traitement à des personnes auxiliaires en Suisse et



dans les Etats membres de l'Union européenne ainsi qu'à des tiers.

Validato stocke les données exclusivement en Suisse et prépare un rapport de validation pour le client nommé sur le portail en ligne, qu'il peut conserver. Au plus tard 90 jours après l'achèvement du rapport de validation, Validato supprimera mes données (y compris le rapport de validation et cette déclaration de consentement). Cependant, j'autorise Validato à utiliser mes données sous forme irréversiblement anonyme à des fins statistiques. Pour toutes questions concernant mes données ou le rapport de validation, je ne contacte que le client nommé sur le portail en ligne. J'autorise Validato et ses assistants à me contacter par téléphone, e-mail ou courrier.

Je confirme expressément que les informations que j'ai fournies sur le portail en ligne Validato ainsi que les documents et informations soumis sont complets et vérifiées.

Pendant toute la durée du processus, Validato traitera toutes mes informations (transmises ou collectées) de manière strictement confidentielle et conformément à la législation applicable en matière de protection des données et à ses obligations contractuelles à l'égard de mon employeur (potentiel) ou de mon donneur d'ordre, selon le cas.

**Revocation**

Cette déclaration de consentement est faite sur une base volontaire et je peux la révoquer à tout moment avec effet pour l'avenir. Dès réception de la déclaration de révocation, mes données ne seront plus traitées. Elles doivent être supprimées sans retard injustifié. La révocation de ma déclaration de consentement n'affecte pas la validité du traitement effectué jusqu'ici. Ma déclaration de révocation peut être envoyée par courrier à Validato SA.

Cette déclaration de consentement est soumise au droit suisse. Dans la mesure où aucune clause légale impérative ne s'applique, le tribunal du siège de Validato SA à Zurich, Suisse, est compétent.

Je confirme que mon consentement est explicite, pleinement éclairé et de libre volonté aux fins des vérifications et validations susmentionnées.

I expressly agree that Validato may also collect, process and make available to the client mentioned in the online portal my personal data in relation to the aforementioned aspects for the purpose of reviewing my personal details and verifying the information and documents I have provided and submitted. Furthermore, I authorise Validato to obtain the relevant confirmations from the relevant offices in Switzerland and, if relevant, abroad.

Insofar as it is necessary for the review of my person and the verification of the information and documents I have provided and submitted, Validato may send a copy of this declaration of consent to the competent offices and parties in Switzerland and, if necessary, abroad; and pass on my data for processing to auxiliary persons in Switzerland and the member states of the European Union as well as to third parties.

I confirm that my consent is given expressly, fully informed and of my own free will for the purposes of the above verifications/validations.

Date, Lieu / Date, Place Nom complet / Full Name Signature

Microsoft C

Validato SA | Châlenstrasse 34 | 8002 Zürich | +41(0)4 515 7777 | info@validato.ch

Déclaration de consentement / Declaration of consent: (special) 02/2022 page 2

“ **IMPORTANT!**- There can be already uploaded consent forms from other companies but for us is important only

## Validato Declaration of consent

If there is **NO CONSENT FORM** we proceed here: No consent form

If we have **OBTAINED CONSENT FORM** we proceed here: Consent form obtained

Start

# Consent form obtained

“ IMPORTANT:

There can be already uploaded consent forms from other companies but for us is important only Validato Declaration of consent - If we dont have, proceed here:

[No Validato Consent form](#)

Open the form by clicking on it.

First of all check if the points are correct:

Aspects in the form must contain the requested information in the Batch (Click on the batch above the name of candidate).

(For better understanding: we can not verify something what we are not allowed - for what we have no consent)

1. See following and compare:

**BATCH: (required by customer)**

**DECLARATION OF CONSENT:**

2. + Residence status
3. + Conflicts of interest
4. + Sanction and watch lists
5. + Leak Papers
6. + OSINT / Internet research
7. + Global News
8. + Social media
9. + French
10. + 2 highest diplomas
11. + Employments of the last 10 years
12. + Criminal records of residences of the last 5 years
13. + Debt enforcement extracts covering domiciles of last 5 years
14. + Domiciles of the last 5 years

Validato has been mandated to check or verify the following aspects relating to my person:

- 1 Identity verification
- 2 Residence status
- 14 Address confirmation
- 11 Work experience (the extent to which previous employers may be contacted is determined by me in the online portal)
- 10 Education / further training
  - Diplomas / certificates
  - Secondary occupations
- 3 Conflicts of interest
- 12 Criminal record extract (I authorise Validato in Switzerland and if relevant abroad to obtain criminal record extracts or comparable extracts)
- 13 Financial integrity (I authorise Validato in Switzerland and if relevant abroad to obtain extracts from the debt collection register or comparable confirmations)
- 4 Sanction and watch lists
- 5 Leak Papers
- 7 Global News
- 6 OSINT / Internet research
- 8 Social media

As you can see:

All the information required by customer are in the the Decalration of consent.

(Point 9. is language in which the final report will be. It is NOT part of declaration of consent.)

There can be more points in declaration of consent than in the batch because we dont have form for every customised package BUT NEVER the other way.

“ Important: Sometimes candidate dont agree with the form and scratches out the points with whose he disagree. At this point contact superior, to confirm if the form is still sufficient or if we need to send the form again.

After

Second page of the form must contain all of following information written by candidate:

Date, Place / Ort, Datum

Full Name / Ausgeschriebener Name

Signature / Unterschrift

-----

-----

-----

After the checking of the previous tasks **something is missing**- We **resend** the form back to candidate to fill the missing point.

If **everything is correct** we continue here: Preparing self declaration

Start

# No Consent form

In case when there is No consent form provided to us or there is wrong consent form we send the form to candidate by email.

## 1. Step- setting the language

-In the Uploads is most of the time uploaded also the CV. There we can see which languages candidate speaks. Either we check his language levels and pick the one which is the highest, or if there is none we simply use the language in which is the CV written.

“ !!!The language in the Batch is for the customer, not candidate. Only if we have **no CV**, we can use the language stated there!!!

After we have the language picked, we put it in the first page in the candidates file called "Identity verification" and press save.

### Questions about your parents

First name of your mother

Last name of your mother

First name of your father

Last name of your father

### Your contact details

Email

Phone number

Correspondence language

Correspondence language

The language which will be saved there is the candidate's contact language for everyone.

## 2. Step - Choosing the right form

Form we choose by the 1. Aspects to be validated and 2. Language

Aspects in the form must contain the requested information in the Batch (Click on the batch above the name of candidate).

(For better understanding: we can not verify something what we are not allowed - for what we have no consent)

1. See following and compare:

**BATCH: (required by customer)**

**DECLARATION OF CONSENT:**

2. + Residence status
3. + Conflicts of interest
4. + Sanction and watch lists
5. + Leak Papers
6. + OSINT / Internet research
7. + Global News
8. + Social media
9. + French
10. + 2 highest diplomas
11. + Employments of the last 10 years
12. + Criminal records of residences of the last 5 years
13. + Debt enforcement extracts covering domiciles of last 5 years
14. + Domiciles of the last 5 years

Validato has been mandated to check or verify the following aspects relating to my person:

- 1 Identity verification
- 2 Residence status
- 14 Address confirmation
- 11 Work experience (the extent to which previous employers may be contacted is determined by me in the online portal)
- 10 Education / further training
  - Diplomas / certificates
  - Secondary occupations
- 3 Conflicts of interest
- 12 Criminal record extract (I authorise Validato in Switzerland and if relevant abroad to obtain criminal record extracts or comparable extracts)
- 13 Financial integrity (I authorise Validato in Switzerland and if relevant abroad to obtain extracts from the debt collection register or comparable confirmations)
- 4 Sanction and watch lists
- 5 Leak Papers
- 7 Global News
- 6 OSINT / Internet research
- 8 Social media

As you can see:

All the information required by customer are in the Declaration of consent.

(Point 9. is language in which the final report will be. It is NOT part of declaration of consent.)

There can be more points in declaration of consent than in the batch because we don't have form for every customized package BUT NEVER the other way.

If we found the form matching to our required information we start writing the Email.

### 3. Step - Writing the email

After clicking on the candidate's name and scrolling down we see the email of the candidate to which we are going to write.

In our prepared text file we search the text with correct language and copy it into email. (Example in english)

Dear ...,

As a part of an application process or regular internal screening, Validato has been tasked with conducting an integrity check. There are two essential steps within this procedure that require your attention.

1. Kindly complete, execute and return the attached declaration of consent form **at your earliest convenience** (i.e., whenever possible within 24 hours). You can either scan the executed form or provide a clear photo of it in digital format by sending it back to us at this email address.
2. Once we have made the necessary preparations, you will receive access to our system to complete the self-declaration. You may be asked to provide additional information in alignment with the details on your CV. To facilitate this, we recommend that you gather the following documents: workplace references, academic degrees, or certificates of proficiency. If any further documentation is needed, we will reach out to you later in the process.

If you have any queries or require assistance, please do not hesitate to contact us. We are here to ensure a smooth and efficient process.

With best regards,

\*\*\*\*\*

There we change only the name of the person to be contacted with appropriate addressing. For example Dear Mr. Smith/ Dear Ms. Smith. And attach the empty Declaration of the consent into attachment.

Recipient will be the candidate.

In the CC we put [validations@validato.com](mailto:validations@validato.com)

Subject: "Customer Company name" Declaration of Consent (of course in the correct language)

And send :)

For the consent we wait max 24h.

If we have received it we proceed here:

<https://knowledge.validato.com/books/preparation/page/preparing-self-declaration>

If we did not received we continue:

#### 4. Reminder Email- No consent after 24 hours

We will forward the email what we sent to the candidate and write there also following: (From templates)

Dear Mrs./Mr. ....,

We hope you are doing well.

Unfortunately, we have not yet received any feedback from you regarding the consent form as requested in our previous message (see email below). We would kindly ask you to send us the signed consent form as soon as possible.

Thank you in advance for your prompt attention to this matter.

Best regards,

The follow ups for the DOC are following:

#### DOC

1. DOC – send by email.
2. DOC - follow up 1 if no response after 24 hours, send by email.
3. DOC - follow up 2 if no response after 48 hours, send by email.
4. **Call or write Reto until he responds in the same day!**
5. Reto will call the candidate and inform client / explain delay.

# Preparing Self Declaration

Preparing Self Declaration

# Start