

PRIVACY SHIELD PRIVACY POLICY

The following policy is designated to comply with the European Union Privacy Shield (“Privacy Shield”) requirements. It specifically applies to records we receive from Europe. However, U.S. Background Screening (“USBS”), takes the security of all consumer personal identifying information (“PII”) and related information as a top priority regardless of the country of origin of the PII. The following points relate specifically to the Privacy Shield requirements, as well as Swiss-US Privacy Shield.

Certification With EU-US Privacy Shield And US-Swiss Safe Harbor Framework

USBS complies with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States, respectively. USBS has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>.

Types Of Data (Data Integrity)

USBS seeks background information for employment purposes for employment within the United States. In the course of processing the requested reports, we receive the following information: full consumer names, prior names used by the consumer, date of birth, address, government ID numbers and on occasion fingerprints. On rare occasions, when we need additional information to match or eliminate a record, we may request a photo ID, physical description, eye color, and/or race. All of this information is sought and maintained solely to establish legal compliance that USBS has reasonable procedures to ensure maximum accuracy of our reports and that the reports relate to the subject of the report.

Purpose For Which Data Is Collected

USBS conducts employment background screening for employers within the United States. The purpose of this screening is to aid employers in hiring or promoting qualified applicants. The screening also assists employer in identifying any risk an applicant may pose to the employer, coworkers, customers or third parties in performing their job which can be identified, in part, by past criminal conduct. Under the Privacy Shield this is considered Human Resources Data. To the extent to which we can report this information it is restricted by the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. §1681, as well as state laws.

Contact Information

If you are a person covered by the Privacy Shield, you may contact us at any time between 8:00 a.m. and 5:00 p.m. Monday through Friday. We are in the Pacific Time zone. You may contact us to obtain general information regarding our compliance with Privacy Shield or issues specific to any information we have obtained about you including to whom any information about you has been furnished. Please contact:

(name) Robert Harada
(title) V.P. Operations
(telephone) (866) 777-1322 Ext. 100
(email) robert@usbcorp.net

Recipients Of Privacy Shield Data

USBS only distributes information to employers within the United States of America that have a “permissible purpose” of “employment” under the FCRA. Employment purpose is to find under the FCRA as information: “used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.” Depending upon the specific circumstances, this purpose also applies to independent contractors, and “volunteers”. Further, no information regarding you may be requested unless you have provided your written consent for the employer to obtain this type of information under the Privacy Shield process and under the FCRA requirements. This is Human Resource Data and cannot be used for any other purpose.

Your Right To Access Your Data

You have the right to obtain our confirmation of whether we maintain personal information relating to you. Upon request, we will provide you with access to the personal information that we hold about you. You may also may correct, amend, or delete the personal information we hold about you. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data, should direct their query to robert@usbcorp.net. If requested to remove data, we will respond within a reasonable timeframe.

Your right to access your Personal Data may be restricted in exceptional circumstances, including, but not limited to, when the burden or expense of providing this access would be disproportionate to the risks to your privacy in the case in question, or when the rights of persons other than you would be violated by the provision of such access. If we determine that your access should be restricted in a particular instance, we will provide you with an explanation of our determination and respond to any inquiries you may have.

Your Choices In Regard To The Release of Data

In regard to Privacy Shield data you can opt out, that is, prohibit the disclosure, of information being forwarded to us to our employer customers. The failure to allow such disclosure will likely result in the denial of employment, promotion, etc., but such is your right for Privacy Shield data.

The Privacy Shield prohibits the disclosure of the following data without your specific permission: medical information, race/ethnic origin, political opinions, religious/political beliefs, trade union membership and sex life. We do not request such information except information on a consumers race/ethnic origin, but only when we need to use it as an identifier to match information to the subject of the report.

To limit the use and disclosure of your personal information, please submit a written request to robert@usbscorp.net.

Disputes And Other Questions

Any EU or Swiss individual with a privacy complaint should pursue the following steps to have their concern addressed.

Step 1 For EU and Swiss Consumer and Human Resources Complaints: USBS has an internal dispute process that can receive and investigate any factual dispute of information, failure to obtain your consent, Privacy Shield privacy issues or information obtained in violation of Privacy Shield rules. You may contact our dispute department at: telephone: (866) 777-1322; email: robert@usbscorp.net and describe your dispute/issue. We may request documentation to supplement your request and we will require proper identification before we release any information to you as a protection against a third party obtaining your information. Within five (5) days of the completion of the investigation, we will advise you of the results of our investigation. If information has been changed or deleted, you are entitled to ask that the new revised report be sent to the prior recipients. This service is free.

Step 2 For Consumer and Non-Human Resources Complaints: If the internal investigation process does not resolve the dispute/issue to your satisfaction, USBS has further committed to refer unresolved privacy complaints under the Privacy Shield Principles to BBB EU PRIVACY SHIELD, a non-profit alternative dispute resolution provider located in the United States and operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit www.bbb.org/EU-privacy-shield/for-eu-consumers/ for more information and to file a complaint. This service is provided at no cost to you.

Finally as a last resort and under limited circumstances, EU and Swiss individuals with residual consumer or non-human resources complaints may invoke a binding arbitration option before the Privacy Shield Panel.

Step 2 For Human Resources Complaints Within the HR Relationship: If the internal investigation process does not resolve the dispute/issue to your satisfaction, USBS commits to cooperation with the EU data protection authorities (DPA's) and/or the Swiss Federal Data Protection and Information Commissioner (FDPIC), as applicable, with regard to human resources data transferred from the EU or Switzerland in the context of the employment relationship. These services are provided at no cost to you

Security

USBS has adopted process and procedures to protect your information and your privacy. Information transmitted to us from Europe is done on an encrypted or other secure basis. When information is in our possession or that of our third party processing platform provider, it is protected by commercial firewalls, malware, etc., to protect the information from an unauthorized internal and external access and from attack. When your information is transmitted to our employer customer, end-user, it is sent via encryption email or other secure means. At all times, your information is protected by reasonable commercial processes, programs and procedures. We maintain your data only for so long, as it is needed to establish compliance with the Privacy Shield and United States consumer protection laws.

Regulatory Authority

USBS is subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC).

Disclosures Of Information To Governmental Authorities

USBS may be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements.

Onward Transfer Of Privacy Shield Data (Liability)

USBS seeks information only for its United States employer customers to be used for human resource/employment purposes. Our customers must agree in writing to comply with the Principles of Privacy Shield. They agree to protect your data and use it only in accordance with your consent instructions. It is the responsibility of USBS to obtain certifications and assurances of compliance with the Privacy Shield Principles. USBS remains liable if a third party, acting as our agent, processes information in a manner inconsistent with the Principles. Our customer's compliance is subject to our review. If there is a pattern of non-compliance they will become ineligible to receive Privacy Shield information.

Location Of Privacy Shield Policy

Our Privacy Shield Privacy Policy can be found on our Home Page: www.usbscorp.net and www.edufacts.com . Locate the link: “EU Privacy Policy” and click on the link to find the policy.