

Employment Screening Professionals

PRIVACY POLICY

Client Information

Employment Screening Professionals (“ESP”) collects personally identifying information online from individuals or companies when prospective clients contact us to obtain information about our services via our contact form or email.

No personally identifying information is disclosed or shared with third parties or affiliates except to process payments and orders or in the event of actual or suspected fraud, abuse, or other illegal activities.

Consumer Information

As a Consumer Reporting Agency, ESP obtains information on an individual consumer only upon the request of a user who has a permissible purpose under the Fair Credit and Reporting Act (FCRA) to request information on that consumer.

Before ESP can supply the requested information, ESP requires users of consumer information to identify themselves and certify that:

- 1) The purpose for which the information is being sought is a FCRA permissible purpose and will be used for no other purpose;
- 2) That they have obtained the written consent of the consumer(s) to request information;¹ and
- 3) That they will comply with FCRA required disclosures and processes and other relevant laws.

The user must submit to reasonable audits by ESP to confirm that it is, in fact, obtaining such consents.

Any information gathered on any consumer may only be provided to the user authorized by the consumer to receive the information. ESP only collects data from the consumer that is required to identify the consumer for employment purposes. ESP does not maintain a database of consumer information.

ESP maintains the confidentiality of consumer information and cannot and does not share, sell or distribute consumer information with or to any third party other than the requesting party thereof and as required to obtain the requested information.

ESP has information ONLY on consumers who authorized their prospective employers to request ESP to prepare consumer reports on them for employment purposes.

Any consumer, upon proper identification, has the right under the FCRA to request ESP to furnish to the consumer any and all information it may have on that consumer. The consumer has the right to dispute the accuracy or completeness of any information contained in the consumer’s file.

The consumer’s rights under the FCRA may be viewed by clicking on “Consumer Rights” on ESP’s website.

ESP may be required, upon receipt of a court order to release information in civil litigation or as otherwise required by law, to disclose information regarding a consumer to law enforcement agencies.

Obtaining consumer reports under false pretenses is a criminal offense. The FCRA prohibits obtaining information from a Consumer Reporting Agency for an impermissible purpose. Further, those involved in such improper requesting may be subject to criminal penalties of imprisonment up to one year and/or a fine of \$5,000 for each offense.

¹ There is an exception for employer investigations of suspected employee misconduct or for compliance with law or employer policies, e.g., sexual harassment investigations.

SECURITY POLICY

ESP takes reasonable procedures to protect personal and identifiable information from loss, unauthorized access, disclosure, and misuse. ESP maintains the following security measures among others to protect confidential information:

- Access to confidential consumer information is limited within ESP to those who have a need to know the information: obtaining and transmitting information on the consumer or those dealing with a consumer request for information or consumer disputes.
- Access to ESP's computer terminals, file cabinets, fax machines, etc. are secure from unauthorized access.
- ESP takes reasonable measures to maintain a secure network to safeguard consumer and client information from internal and external threat.
- ESP maintains records on each request for information and identifies each user who requested information on a consumer.
- Employees are prohibited from "browsing" files or databases without a business justification.
- Destruction of consumer information follows the Federal Trade Commission's requirements that the information be unreadable upon disposal.
- Payments processed online are secured by secure socket layer (SSL) technology and data encryption to protect client information.
- ESP makes no warranty that EmploymentScreeningPros.com, its servers, and email are free from viruses or other harmful products. ESP, its employees, officers, and agents shall not be liable for any damages, including direct, indirect, punitive, consequential, incidental or other damages that result from accessing or using EmploymentScreeningPros.com.

ESP reserves the right to modify its privacy and security policies, and any changes will be reflected on this document.