

PRIVACY POLICY

CICS Employment Services Privacy Policy

As a company specializing in background screening, CICS Employment Services is provided with, and we provide, extremely sensitive and private personal information about individuals. This Private Information may include, but is not limited to, full name, previous names used, Social Security Number, date of birth, phone numbers, residential address, credit information, employment history, academic history, and criminal record history. We provide screening services only to businesses with a permissible purpose. We release information via telephone, fax, mail and electronically, only to the individual(s) or business(s) that originally requested the service. Under no circumstances will the personal information collected and maintained in our databases ever be sold or provided to an outside entity for any purpose. CICS Employment Services does not use our databases of applicant information to compile mailing lists for sales or any other purpose. This Privacy Policy covers the information practices of CICS Employment Services and describes the principles CICS Employment Services follows with regard to information submitted by our clients and their applicants and to other data that we collect from third parties and other sources in connection with the services we provide. All CICS Employment Services personnel are informed of their responsibilities to protect private information and are bound by this Privacy Policy. All data shall be collected, stored and used in compliance with applicable law, which may include the federal Fair Credit Reporting Act ("FCRA"), individual state background screening and privacy laws and other national laws.

Notice - Our clients provide us with your personal information in connection with our preparing a background screening report. (These reports are referred to by several different names including: Background Report, Consumer Report, Investigative Consumer Report, Background Screening Report, Background Check, and others.) In all cases, our clients have certified to CICS Employment Services that they have provided the required disclosures to you that a background investigation will be performed and that Private Information may be gathered for the purpose of completing the Background Investigation Report. Our clients further certify to us that they will receive your consent before a Background Investigation Report is requested. CICS Employment Services will use your Private Information only for the purposes of performing background screening and credential verification services, including to verify the accuracy of the personal information and to check on references. In addition to the data that is submitted to CICS Employment Services by our clients, CICS Employment Services may collect data from third parties as needed to process academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, criminal history records and other lawful checks. A Background Investigation Report may be prepared summarizing this information. Prior employers and/or references may be contacted, and the report may include information obtained through personal interviews regarding the applicant's character, general reputation, personal

characteristics and/or mode of living. We may provide all such information to our client in one or more reports. CICS Employment Services may also collect email correspondence from visitors to this site who send email to CICS Employment Services. CICS Employment Services has established appropriate security standards to protect against unauthorized access to member information.

Choice - If you are a U.S. resident and you do not wish to have your personal data made available to our client, please do not authorize our client to procure a Background Investigation Report. By consenting to the procurement of a Background Investigation Report, and submitting information to our client, you are agreeing to allow CICS Employment Services to disclose information about you to our client and to our sharing that information with our subcontractors.

Transfer of Information - In connection with our providing services, we employ other companies and individuals with whom we have a contractual relationship to perform functions on our behalf. These companies are prohibited from using Private Information for any purpose other than for which they have been authorized. Except as described in this Privacy Policy, or required by law, we will not use or otherwise disclose any of your Private Information that you provide or that we collect from third parties or other sources.

Access - You have the right of access to any reports CICS Employment Services produces and maintains on you. You may contact CICS Employment Services at any time to determine whether we hold any personal information about you and to obtain access to that information. For your protection, we will require proof of identity, including proper verification and confirmation that you are the individual who is entitled to request access, before providing information to you. If, for good reason, we are unable to provide you with access to your data or to correct data, we will let you know. If you are a U.S. resident, a copy of the report about you will be mailed within 7 days, in the same form as provided to our client, at no charge (as mandated by the Fair Credit Reporting Act.).

Disclaimer - This policy does not address every possible contingency and circumstance. Rather, it is intended to provide guidance to CICS Employment Services staff, vendors and clients and is not intended to create enforceable legal rights for any individual. CICS Employment Services does not bear any responsibility for actions or policies of third party affiliates or non-affiliates. CICS Employment Services reserves the right to change this policy at any time, with or without notice.