



PRIVACY REQUIREMENTS AND POLICY FOR NONCRIMINAL JUSTICE APPLICANTS

As a non-governmental agency that conducts a national fingerprint-based criminal history record check on individuals for the following noncriminal justice purposes:

- Employment or a license

Pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities, Uptown Hope is obligated to provide the following notices in writing to you and ensure that the results of the check are handled in a manner that protects your privacy.

- You have the right to receive adequate written (including electronic) FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information.
- You have the right to complete, review, challenge, correct, or update the accuracy of the information in your personal FBI criminal history record.
- The procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- You should follow the procedures found at 28 CFR 16.30 through 16.34 to receive a copy of your FBI criminal history record, obtained based on positive fingerprint identification, for review and challenge.
- Unless prohibited by other employment laws and regulations, and business and licensing regulations, Uptown Hope, Inc. may not deny you employment, license, or other benefit based on information in the FBI criminal history record until you have been afforded a reasonable time to correct or complete the record or has declined to do so.
- Uptown Hope, Inc. shall use the FBI criminal history record for authorized purposes only and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
- Uptown Hope, Inc. shall destroy (shred) the CHRI of any applicant who has not been offered employment within 90 days of initial application.
- Uptown Hope, Inc. shall not retain any copy of CHRI beyond 90 days upon termination of employment. The record shall be shredded after 90 days.
- All CHRI is protected and Uptown Hope, Inc. shall keep the information locked, with restricted access, and only disclose the information to those who have a legitimate legal reason to know, or upon a valid court order.



- Uptown Hope, Inc. shall provide this written FBI Privacy Act Statement, the 28 CFR 50.12 notice, to each applicant and/or employee upon request for the applicant/employee to submit a national fingerprint-based criminal history record check.

• Signed: _____ Date: _____

• Witnessed: _____ Date: _____