

# Employee Questions

## Why is it important to have conveyable records?

More and more businesses are accessing conveyable records to find out if applicants are suitable for vacant positions, people without conveyable records will be at a disadvantage.

## Are the records kept Private?

Yes, all records are securely stored in a ISO27001:2013 certified data center.

## How is a search performed?

To access your records the recruiting company will ask for two pieces of information, your government issued id number and your date of birth. Nothing else is required.

## What if I don't want to reveal my government issued id number?

If you don't want to reveal your government issued number you can create an account with us and generate a different number instead which we simply refer to as a 'Replacement number'. You can do this for free at [www.CONVEY.bio](http://www.CONVEY.bio).

## Can I see my own records?

You can see the content of the last record your employer created for you through your account.

## How will I know when a new record has been added?

When you create an account with us at [www.CONVEY.bio](http://www.CONVEY.bio) we will send you an email when a new record is added so you can login and view it. You will need to tell us your ID and date of birth so we can identify your records and make sure only you can manage them.

## What if I don't want anyone to see my records?

Firstly, do not share your government issued id number (or replacement number) then they will not have the information to conduct a search. Second, lock your records, only unlocked records are viewable, if a recruiter ever wants to view them you can simply unlock them.