

**NOTICE REGARDING PERSONAL DATA COLLECTION AND PROCESSING  
TO SUBJECTS COVERED UNDER  
EU-U.S. PRIVACY SHIELD FRAMEWORK**

**PRIVACY SHIELD PARTICIPATION**

Employment Screening Resources (“ESR”) is a voluntary participant in the U.S.-EU Privacy Shield Framework and self-certifies according to the requirements of the program. You can find ESR listed under our corporate name, Integrity Support Services, Inc., at the Privacy Shield Framework participants website located at <https://www.privacyshield.gov/PS-Application>.

**PERSONAL DATA COLLECTION**

ESR gathers and processes personal information on behalf of its client in order to process employment purpose background checks on those individuals that have consented in writing for us to do so. This is done by contacting the primary sources of the information which are required to prepare the background check report. This information may include but is not limited to: domestic and international criminal histories; verification of credentials such as education and licensure; motor vehicle records abstracts; personal credit reports; verification of present and past employment; personal and professional references; sanctions and exclusions database checks; sex offender registry checks; and drug and occupational health screening. The information types required to complete a specific individual’s background check is dependent on the services requested by our client at the time of order.

More information regarding the nature, scope and use of an individual’s data is available by contacting ESR using the contact information found at the end of this Notice, or by contacting the company you authorized to conduct your background check.

**COMMITMENT TO PRINCIPLES**

ESR is unequivocally committed to applying the U.S.-EU Privacy Shield Framework requirements in their entirety to all European Union Personally Identifiable Information (“EU-PII”) received from the European Union (“EU”) in reliance on the Privacy Shield Framework. ESR hereby verifies adherence to the U.S.-EU Privacy Shield Framework via ongoing in-house verification of the internal policies and procedures implemented by the ESR’s management.

**PURPOSE OF COLLECTION**

ESR collects and uses EU-PII to prepare and provide background checks reports to employers or their agents (such as recruiters or staffing firms) for use in making employment-related decisions, such as who to hire, retain, promote, or reassign. These reports may at times be used for investigation into a suspicion of work-related misconduct or wrongdoing; an investigation into matters of employee compliance with employer policies, or investigation into matters of employee compliance with all EU, U.S., or local laws and regulations.

**THIRD PARTIES**

EU-PII is only provided to third parties required to fulfill the purposes described in “PERSONAL DATA COLLECTION” or as may be otherwise disclosed to the individual. All third-parties used by ESR as an agent to perform required work are contractually bound to treat the information in a manner consistent with the Privacy Shield Framework Principles.

**RIGHT TO ACCESS PERSONAL INFORMATION**

You may make a request to access all EU-PII collected and maintained about you by ESR. Upon receipt of such request, ESR will provide all such information in a manner and form that maintains the security and confidentiality of the information. The method for making requests is found at the end of this Notice.

## DISPUTES

ESR affords an individual a reasonable opportunity to correct, amend, or delete information that is inaccurate or incomplete, except where the burden or expense of providing access would be disproportionate to the risks to the individual's privacy, or where the rights of persons other than the individual would be violated. In cases where the information is subject to the federal Fair Credit Reporting Act, ESR complies with the FCRA's requirements regarding access and correction rights of consumers.

## CHOICE

ESR offers individuals the opportunity to opt-out of whether their personal information is

- i. To be disclosed to a third party, or
- ii. To be used for a purpose that is materially different from the purpose(s) for which it was originally collected or subsequently authorized by the individuals.
  - a. Any third party ESR uses as an agent to perform a task(s) on behalf of and under the instructions of the ESR are contractually bound to treat the information in a manner consistent with the Principles.
  - b. In accordance with ESR's Written Information Security Policy, EU-PII is never used for a purpose other than what it was originally collected for and approved by the written consent of the subject individual.
- iii. **OPTING-OUT**
  - a. Although ESR first obtains a person's unambiguous consent in writing, and because of ESR's commitment to afford individuals every possible protection, if you would like to opt-out from ESR using your EU-PII in either of the cases outlined in items i. and ii. above, simply send an email to [privacyshieldopt-out@esrcheck.com](mailto:privacyshieldopt-out@esrcheck.com) or a call +1-415-761-9018. If opting-out by email or telephone, please provide us with: i. Your complete legal name, ii. Month and year of birth, and iii. The name of the ESR client with whom you have applied for a position.

## COMPLAINTS

ESR is committed to resolving complaints about privacy and our collection or use of personal information fairly and efficiently. Individuals should begin by first contacting ESR for resolution using the contact information provided at the end of this notice. For any unresolved privacy complaints, ESR has chosen the EU Data Protection Authorities (EU DPAs) to serve as the independent dispute resolution body to address complaints and provide appropriate recourse free of charge to the individual. ESR uses the United States Council for International Business (USCIB) as its DPA dispute coordinator. Contact information for USCIB can be found at <http://www.uscib.org/contact-uscib-ud-724/>. ESR has agreed to fully participate in the EU PDA's procedures to resolve disputes pursuant to the Privacy Shield Framework.

## INVESTIGATION AND ENFORCEMENT

ESR is subject to the to the investigatory and enforcement powers of the U.S. Consumer Financial Protection Bureau (CFPB), the Federal Trade Commission (FTC), the California Investigative Consumer Reporting Agency Act (ICRAA), and the California Consumer Credit Reporting Agencies Act (CCRAA).

## BINDING ARBITRATION

An individual may invoke binding arbitration as the method for dispute resolution in accordance with the requirements and procedures set forth in Annex I of the Privacy Shield Framework.

**DISCLOSURE**

ESR is required to disclose personal information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

**ONWARD TRANSFER**

ESR has responsibility for the processing of personal information it receives under the Privacy Shield Framework and subsequently transfers to a third party acting as an agent on its behalf. ESR remains liable under the Principles if its agent processes such personal information in a manner inconsistent with the Principles unless ESR proves that it is not responsible for the event giving rise to the damage.

**SECURITY**

ESR takes reasonable and appropriate measures in creating, maintaining, using and/or disseminating EU-PII to protect it from loss, misuse and unauthorized access, disclosure, alteration, and destruction, taking into account the risks involved in the processing and the nature of the personal data. ESR undergoes annual SSAE 18 Service Organization Control SOC 2 type 2 audits of its security, privacy and confidentiality procedures. ESR is PCI-DDS Security compliant and tested, and is accredited by the National Association of Professional Background Screeners Background Screening Credentialing Council.

**CONTACT INFORMATION**

You may contact ESR to make inquiries, register a complaint or to gain access to your EU-PII by contacting ESR by e-mail, FAX or in writing using the contact information provided below. You will be asked to provide ESR with sufficient evidence of your identity so we may ensure that information is being released only to the subject of the data. If we are unable to provide you with access to your EU Personal Data or to correct the data in question, we will notify you and provide all relevant details and circumstances preventing ESR from doing so.

Employment Screening Resources  
Attention: Brad Landin, President, and Chief Compliance Officer  
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