



Privacy Notice

Bushue Human Resources, Inc. (d.b.a. Bushue Background Screening) recognizes the importance of protecting personal identity information and are dedicated to ensuring we protect this information in the most effective manner. Bushue Human Resources, Inc. is a Consumer Reporting Agency as defined by the federal Fair Credit Reporting Act and have established comprehensive policies and procedures our business follows to meet the Fair Credit Reporting Act requirements and other legal requirements to protect consumer information. We additionally require a written agreement with all clients that outline their responsibilities of protecting personal information as well.

Our stringent hiring practice requires all employees of Bushue Human Resources, Inc. to undergo a comprehensive Background Screening process. We place special emphasis on training all employees on the use and handling of personal identity information and only authorized employees work with this type of information. Furthermore, Bushue Human Resources, Inc. continually evaluates risks and exposures for security and confidentiality practices. All employees work within our policies and programs when dealing with this information.

Privacy Principles

The following privacy principles apply to the transfer, collection, use or disclosure of personal information by Bushue Human Resources, Inc.

What is Personal Information

“Personal information” is an individual’s first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: Social Security number; Driver's license number or state-issued identification card number; or Financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident’s financial account; Personal information must be protected whether the information is collected in an electronic record or database or written or printed on a physical document.

Notice

Bushue Human Resources, Inc. informs individuals about the purposes for which it collects and uses their personal information, how to contact Bushue Human Resources, Inc., the types of third parties with which Bushue Human Resources, Inc. shares their personal information.

In certain situations, Bushue Human Resources, Inc. may not be able to furnish notice in certain limited situations. Notice may not be required where the processing of personal information is necessary to respond to a government inquiry; as required by applicable laws, court orders or government regulations; or is necessary to protect Bushue Human Resources, Inc. legal interests and providing notice would interfere with those interests.



Bushue Human Resources, Inc. will not process personal information for purposes other than those for which the information was originally obtained or subsequently authorized by the individual.

Bushue Human Resources, Inc. clients provide personal information regarding their employees or prospective employees via our Website (www.bushuebackgroundscreening.com) when placing an order for background screening services. Information provided may include but is not limited to residential history, personal history including name, date of birth, Social Security Number, Motor Vehicle Operator's License Number, Professional License information, employment history, education and other credentials. Bushue Human Resource, Inc. will use information provided by the client and subject of the order, along with any other information provided by third-parties, only for the execution of producing a background screening report for the client placing the order, and for no other purpose.

While executing orders for our clients, Bushue Human Resources, Inc. may transfer personal information between our Website, our client and our client's employee or prospective employee. Bushue Human Resources, Inc. acts in compliance with the Fair Credit Reporting Act. Bushue Human Resources, Inc. will not process personal information in a way that is incompatible with the purposes for which it has been collected or subsequently authorized by the individual. We reserve the right to employ other organizations or individuals as our subcontractors, to perform functions on behalf of Bushue Human Resources, Inc. These organizations and individuals will not share information with any third party, other than Bushue Human Resources, Inc. subcontractors or clients.

By having an applicant authorize the release of any criminal history record information that may exist from an agency, organization, institution, or entity, that applicant is authorizing having such information on file. A consumer's fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI), if applicable. In addition, by authorizing the capture of photographic images and the submission of those images to the ISP and/or FBI; photographic images may be shared for licensing and employment purposes. You have the right to challenge any state or federal criminal history record information disseminated from these criminal justice agencies that may be inaccurate or incomplete.

Transfers To Third Parties

Bushue Human Resources, Inc. will only transfer personal information about individuals to third-parties where the third-party (a) has provided satisfactory assurances to Bushue Human Resources, Inc. that it will protect the information consistently with this Statement; or (b) is located in the United States or a country considered "adequate" for privacy by law, and therefore is required to comply with the data protection laws or substantially equivalent privacy laws; or (c) the third-party has also certified to the Safe Harbor, and is accordingly independently responsible for complying with the Safe Harbor requirements.

Where Bushue Human Resources, Inc. has knowledge that a third-party to whom it has provided personal information is processing that information in a manner contrary to this Statement, Bushue Human Resources, Inc. will take reasonable steps to prevent or stop the processing. Bushue Human Resources, Inc. will not sell or distribute personal information to a third-party. Bushue Human



Resources, Inc. will not disclose your personal information to a third party without your permission, except as described by this policy.

Access and Correction

Upon written request Bushue Human Resources, Inc. will provide individuals with reasonable access to their personal information. Bushue Human Resources, Inc. will also take reasonable steps to allow individuals to review their information for the purposes of correcting their information. There are certain limitations to the Access and Correction rights, as set forth in the [US Department of Commerce's Safe Harbor](#) website.

Security

Bushue Human Resources, Inc. is a Consumer Reporting Agency as defined by the federal Fair Credit Reporting Act and provides sensitive data/personal information of individuals. Bushue Human Resources, Inc. takes reasonable precautions to protect personal information in its possession from loss, misuse, unauthorized access, disclosure, alteration and destruction. All data transmission, including XML traffic, is encrypted using SSL (secure socket layer) certificates issued and managed by professional companies. Servers are protected by multi-level firewall technology and intrusion detection software. All data is housed on secure system servers residing in a secure environment protected from unauthorized access, natural disaster, fire or other compromising conditions. All processes take place at co-located facilities in separate regions of the United States, so even in the event of a regional disaster your personal data remains secure.

We also maintain locked security bins. No personal information is discarded into trash cans in our office areas. Additionally, we have invested in security technology in our facilities, and actively monitor and control the entrance of anyone to our premises. Additionally, we store any personal information you submitted on forms (i.e. your address, e-mail and billing information) on our secure server. Our server is tightly monitored and controlled. All customer information collected through our web transactions is strictly confidential. Only those with proper identification and authorization have access to this information.

Data Integrity

Bushue Human Resources, Inc. seeks to ensure that any personal information held about individuals is accurate, complete, current and otherwise reliable in relation to the purposes for which the information was obtained. Bushue Human Resources, Inc. collects personal information that is adequate, relevant and not excessive for the purposes for which it is to be processed. Individuals have a responsibility to assist Bushue Human Resources, Inc. in maintaining accurate, complete and current personal information about them.

Enforcement

Bushue Human Resources, Inc. has established internal mechanisms to verify its ongoing adherence to this Statement. Bushue Human Resources, Inc. also encourages individuals covered by this



Statement to raise any concerns about our processing of their personal information by contacting Bushue Human Resources, Inc. at the address below. Bushue Human Resources, Inc. will seek to resolve any concerns.

Credit Card Data

Bushue Human Resources, Inc. recognizes your concerns about web commerce and transactions using bank and credit card information. Therefore, Bushue Human Resources, Inc. is committed to keeping personal information secure during commerce transactions. Bushue Human Resources, Inc. uses a secured SSL encryption with all direct transactions that involve using credit card or banking information. This process allows Bushue Human Resources, Inc. to send your credit card number and personal data over the Internet directly and securely through PayPal. Once encrypted, only the credit card's authorization company has the ability to decrypt it. Bushue Human Resources, Inc. never displays your credit card number online.

Retention and Destruction of Biometric Information

Bushue Human Resources, Inc. will safely harbor all biometric information to the extent of its initial purpose. Per the Joint Committee on Administrative Rules (JCAR) Title 68: Chapter VII: Part 1240: Section 1240.535, all work orders, including fee applicant submissions, shall be maintained for a minimum of two years from the date of fingerprinting. Once this period has expired, Bushue Human Resources, Inc. will permanently destroy all biometric identifiers and/or biometric information, apart from a valid warrant or subpoena issued by a court of competent jurisdiction stating the continued harboring of information is allowable. Once a hard drive is deemed to be decommissioned it will be erased utilizing a Department of Defense level hardware erasure process.

Notification of Privacy Changes

This Privacy Policy may be modified or amended at any time without prior notice. Please review this Privacy Policy prior to contacting Bushue Human Resources, Inc. with requests or questions.

Contact Us

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Phone: 217-342-3042