



**CBSS**  
*Compliance Background  
Screening Services*

## Privacy Policy

[Compliance Background Screening Services \(CBSS\)](#) is a Consumer Reporting Agency (CRA) and falls under the regulations set forth in the federal [Fair Credit Reporting Act \(FCRA\)](#). Compliance Background Screening Services (CBSS) prepares Consumer Reports for authorized End-Users pursuant to the FCRA.

### Privacy Statement

Compliance Background Screening Services (CBSS) is committed to the privacy interests of all clients, consumers and visitors to our website. We maintain strict policies and procedures to protect the privacy of information furnished to us. We are also committed to our clients utilizing AES 256-bit encryption secure methods of data transmission.

### Collection and Use of Information

1. Consumer Information: Consumer information is only collected with the specific, written Authorization of the consumer. Information is collected only to facilitate background checks for employment screening (for hire, retention, promotion or reassignment), tenant screening or employee investigations for reason of suspected workplace misconduct or wrongdoing. Certain information may also be collected to facilitate an employment related drug test.

Information is only disseminated to those End-Users that have been specifically authorized by the consumer, or an agent of the End-User operating on their behalf.

After a consumer has provided written authorization for a background check, their information is retained, pursuant to the FCRA, for a minimum of six (6) years.

All collection of consumer data is opt-in, by virtue of the written Authorization signed by the consumer. To opt-out of data collection, consumers can refuse to sign the written authorization for a background check. In addition, consumers may withdraw consent at any time by contacting Compliance Background Screening Services (CBSS). Previously collected information will not be deleted due to various laws that require us to maintain that information for period of time; however, information will no longer be utilized or disseminated by Compliance Background Screening Services (CBSS) for any purpose.

Under penalty of law and in accordance with the FCRA, Compliance Background Screening Services (CBSS) does not share, disclose or sell any information to unauthorized parties.

Consumer information is never sent outside of the United States or its territories.

2. End-User Information: End-User information is collected pursuant to 15 U.S.C. § 1681e, which requires that we identify all End-Users, determine their permissible purpose for which consumer information is sought, and certify that the information will be used for no other purpose. In addition, before receiving any consumer reports from Compliance Background Screening Services (CBSS), all End-Users must certify that they will comply with all state and federal regulations, including requirements regarding Disclosures to Consumers and Adverse Action procedures. Any End-User that receives information from Compliance Background Screening Services (CBSS) has received written authorization from the consumer and has given the consumer prior notice as to the purpose of the collection of data.

3. Web Site Visitors: Customers or potential customers have the opportunity to contact Compliance Background Screening Services (CBSS) through our website or via email in regards to our products and services. No information gathered in this manner is ever released, shared or utilized by anyone else, including, but not limited to, third parties or affiliates.

Some sections of our website contain links to other sites. We provide these links as a service to website visitors. Please be aware that Compliance Background Screening Services (CBSS) cannot attest to the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected and displayed here.

4. Client Surveys: From time to time, Compliance Background Screening Services (CBSS) may offer clients an opportunity to comment on our services or to offer suggestions. Such surveys are optional and any data gathered there will be kept anonymous and used only internally, unless written authorization is acquired from the providing party.

### **Consumer Rights under the FCRA**

Upon request and pursuant to the 15 U.S.C. § 1681g, a consumer is allowed access to any data collected about them, the sources of the information, and the identity of any End-User who received the information. Compliance Background Screening Services (CBSS) reserves the right to engage in reasonable efforts to confirm the identity of the person requesting this information. Consumers may dispute any information contained in their file. Any disputed information is re-investigated immediately, at no charge to the consumer, pursuant to 15 U.S.C. § 1681g.

For additional information, see a "[Summary of Rights](#)" (*link to our form on the FCRA Compliance Form Page*) prepared by the [Consumer Financial Protection Bureau \(CFPB\)](#).

### **Security of Web Site and Information**

Compliance Background Screening Services (CBSS) takes reasonable procedures to protect personal information from loss, disclosure, misuse, unauthorized access, or alteration. Our secured servers use AES 256-bit encryption and password protection for all data transfer and communication. All employees are thoroughly screened and kept up-to-date on privacy and security policies. Compliance Background Screening Services (CBSS) online ordering website is protected by a Comodo SSL Certificate.

### **Contact Information**

For a written copy of this policy, or for any questions relating to this policy, please contact:

Customer Service  
Compliance Background Screening Services (CBSS)  
888-959-5242  
Fax# 337-376-5259  
[support@2cbss.com](mailto:support@2cbss.com)

### **Notification of Privacy Changes**

Compliance Background Screening Services (CBSS) reserves the right to modify or change its privacy policy at any time. All such changes will be posted to our website [www.2cbss.com](http://www.2cbss.com) immediately.

