



## **PRIVACY AND CONFIDENTIALITY POLICY**

*The information submitted on the background check forms will be used solely for the purpose of obtaining background checks.*

### **Who Sees This Information?**

- AABC shall treat all personal and criminal history as confidential, and shall limit the number of people who have access to the application, consent forms, and criminal record transcripts to only those individuals on the Background Checks Committee (BCC) made up of the Chair, Co-Chair, and Administrator positions, and overseen by Pastor Benjamin Wong. Only Pastors Arnold Wong and Benjamin Wong and the Chair and Co-Chair of the BCC are authorized to review the criminal record transcripts. The BCC Administrator's role is to take the handwritten information from the forms and input the data into a program that the Volunteer Center of Collin County uses to generate reports.

### **Where Is This Information Kept?**

- Any and all written documentation provided for background checks will be received on the premises of AABC and will not be taken from the premises. Such documentation will be maintained in the assigned locked safe, placed in a secured area.

### **How Is This Information Processed, Stored and Received?**

- Information for background checks will be entered onto a diskette by the BCC Administrator or Committee Member, hand-delivered to the VCCC for processing, exercising due caution for the security of the disk. Delivery of the diskette to VCCC shall be made by the BCC Administrator, Chair or Co-Chair of the BCC, or any of the full-time Pastors.
- No information in electronic format will be kept on the hard drive of any computer, but on a diskette and/or flash drive that will be kept in the locked safe when not in use.
- Documentation of cleared individuals from the VCCC shall be received through personal pickup by any of the full-time Pastors, or Chair and Co-Chair and Administrator of the BCC.
- Documentation of reports that include both cleared individuals and individuals with a criminal records transcript from the VCCC shall be received through personal pickup by Pastors Arnold Wong or Benjamin Wong or Chair and Co-Chair of the BCC and cannot be received by any other personnel at AABC.

### **How is Confidentiality Ensured For A Criminal Records Transcript (i.e., a Red Flag)?**

- An Applicant with a criminal records transcript may view his/her record. However, under no circumstances shall AABC allow the Applicant to keep or photo copy his or her criminal history record transcript, and under no circumstances will AABC record in any way the information contained in the criminal history record transcript.
- AABC agrees to immediately destroy with a shredder all records pertaining to said criminal background checks once a final decision has been made regarding Applicant. AABC must destroy the criminal history inquiry response within five days of making a decision of each applicant's suitability for placement as a volunteer or employee, but in no case later than 30 days after having received the criminal history inquiry response from the Volunteer Center of Collin County. AABC agrees to keep the criminal records in a secure, locked safe until such time as the records are destroyed.