

PRIVACY POLICY

Thank you for visiting www.pdqlegal.com, which is owned by Pro Screening, Inc., dba PDQ Legal Services. As a Consumer Reporting Agency (CRA), we prepare and provide reports containing sensitive and personally identifiable information (PII) to authorized businesses with a permissible purpose under the Federal Fair Credit Reporting Act (FCRA). This information may include, but is not limited to full name, alias names used, date of birth, social security number, home or physical address, previous addresses, email address, credit information, employment history, education history, and professional license history. Data is only collected and distributed upon the authorization of consumers. Furthermore, under no circumstances will personally identifiable information collected and maintained on our secure servers ever be sold to an outside party for any purpose. Additionally, we do not engage in the practice of offshoring work. All work for domestic background investigation reports is accomplished within the borders of the United States and all data is retained within the United States. For consumers with history outside the United States, upon the request of our client, we may contact information sources outside the United States for the purpose of completing the applicable portion of the background investigation report. We adhere to the following Data Protection Principles of the Data Protection Act of 1998:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

SAFE HARBOR PROVISIONS OF PRIVACY POLICY

PDQ Legal Services is committed to protecting the privacy of personal data that is gathered and maintained on behalf of businesses requesting consumer data inquiries. We certify that we comply with the seven Safe Harbor principles as set forth by the United States Department of Commerce, in relation to personal data collected in the European Union. Our adherence to the seven Safe Harbor Principals is demonstrated below:

NOTICE

As a Consumer Reporting Agency, our clients provide us with personally identifiable Information of individuals, for use in making employment-related decisions, such as who to hire, retain, promote, or re-assign, based on the reports that we provide. In all cases, our clients have certified to us that they have provided disclosure to the subject of the report that a background investigation is being performed and that personal data may be gathered for the purpose of completing the report. Clients must further certify that they have obtained consent from the consumer prior to requesting a background investigation. A consumer may find out more about the nature and scope of any inquiry that is made about them by contacting us through the contact links posted on this website.

CHOICE

This service affords individuals the opportunity of “choice” as to whether their personal data will be made available to a third party. The consumer’s explicit consent is required in that our clients must certify to us that they will receive the aforementioned consent from the consumer before a background Investigation report is requested. If a consumer wishes to “opt-out”, a consumer can notify us via phone, email, or web link that permission to use, or use of the data is withdrawn. That does not mean that the data is erased or deleted. Various laws require that the data be maintained on file for a 6 year period of time for the protection of the consumer. Please note that in the event of an opt-out, that data will not be transmitted or disclosed to an unauthorized third party at any time. If you do not want PDQ Legal Services to have your personally identifiable information or to share it with our subcontractors, do not sign an authorization which would allow our client to procure a background investigation report on you.

ONWARD TRANSFER

Data is only provided to the client or it’s agent for the above purposes described in the Notice section. Data is only forwarded to an entity that has been authorized by a consumer to receive the data or an agent of the end user operating on behalf of the end-user. We may also operate as an agent for a Consumer Reporting Agency as defined under the Fair Credit Reporting Act (FCRA). In either event, the employer or the CRA must certify that the information will be used only for the permissible purpose of employment and that the information will remain private and confidential. Reasonable steps are taken to ensure that any party that receives information from us has certified that it will maintain privacy and confidentiality and will utilize the information for a permissible purpose only. By definition, any third party that receives information from us has given a consumer notice as to the purposes of the collection of the data and a charge of whether the data is to be collected by virtue of the fact that an employer must obtain a written consent to obtain and use any data obtained by PDQ Legal Services.

ACCESS

A consumer may request access to all data collected and maintained about them. You may contact PDQ Legal Services via the information provided at the end of this document, at any time if we hold any personal information about you and to obtain access to that information. Under the terms of the FCRA, a consumer is entitled to a copy of their report. However, we

reserve the right to require proof of identity, including proper verification and confirmation that you are the individual who is entitled to request a copy of the report. Although we make every effort to ensure that the data we collect and store about you is as accurate as possible, we cannot guarantee, nor can we be responsible for data accuracy about you supplied by third party sources, or data supplied by our clients.

SECURITY

Our data security meets or exceeds all industry standards. All electronic information is stored off-site, within the United States, in a secure state-of-the-art data center. Personal data transmitted to or from our website is protected by a secure socket layer key with encryption for data transmission. While we employ up to 256 bit SSL encryption transmitted online by you, information is also protected offline. PDQ Legal Services Employee access to PII is limited to those employees on a need to know basis and for a limited amount of time while assembling information for the report. All employees are background checked prior to hire and rescreened regularly. All employees who have access to PII are regularly trained in privacy practices and procedures. Information is retained electronically for 6 years pursuant to the FCRA. If a consumer wishes to “opt out” of PDQ Legal Services, then they should refuse to sign consent to authorize a background check from their potential or current employer.

DATA INTEGRITY

We will only collect the data of consumers for the intended use that it was provided to us for the purposes listed in “Notice”. The data includes information that is necessary to identify the consumer

ENFORCEMENT

We periodically determine that this privacy policy is accurate and conforms to each of the Safe Harbor Principles. EU consumers who feel that their privacy rights may have been violated should contact either PDQ Legal Services or the European Data Protection Authorities directly. PDQ Legal Services will cooperate with the European Data Protection Authorities in the investigation and resolution of all complaints.

PERSONAL INFORMATION DISCLOSURE: UNITED STATES OR OVERSEAS

PDQ Legal Services believes that sending consumers’ Personally Identifiable Information (PII) information off-shore (outside of the United States and its territories) places consumers at risk and should be avoided whenever possible. Additionally, we believe that if PII is sent to other countries, consumers should be made aware of this practice.

In support of these beliefs, PDQ Legal Services belongs to Concerned CRAs (<http://www.concernedcras.com>), a group of like-minded CRAs dedicated to consumer protection. All members of this group, including PDQ Legal Services, have self-certified that they adhere to the following principles:

1. **Domestic Background Screening:** Where a CRA is providing background screening services for consumers in the United States based upon information available in the U.S., a firm displaying the ConcernedCRA seal certifies it does not send data outside the U. S. or its territories for processing or preparation of a background report or for any other reason. All work is done in the U.S.
2. **International Screening:** Where there is an international background check for verification of employment education or a professional degree, or for a criminal record check, some information may have to go off-shore by necessity since the information being sought is off-shore. However, firms displaying the ConcernedCRA seal have taken the following measures to protect personal and confidential data:
 - a. Documentation or information such as passport numbers or unique identification numbers and date of birth are not sent to anyone overseas other than the actual verification provider, e.g. employer or school registrar, whenever possible.
 - b. Where it is necessary to utilize a local firm, the local firm will first be asked to provide local contact information so that the CRA can contact the foreign verifying party directly.
 - c. If due to infrastructure or other issues in a foreign country a foreign research firm must perform the verification, then the CRA or its agent has properly vetted the local firm, and will redact any unnecessary information.
3. Where a CRA utilizes a third party service to perform domestic or international services in connection with providing background reports, firms that adopted this standard have made reasonable inquiries to ensure that any provider is also following this standard.

Please note that PDQ Legal Services reserves the right to change this Privacy Policy from time to time. All changes will be reflected on this page. This site contains links to other websites. PDQ Legal Services is not responsible for the Privacy Policies of these various organizations.

CONTACT INFORMATION

If you have any questions about our Privacy Policy, please contact:

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