



Alliance for Lupus Research
PREVENT. TREAT. CURE.

Background Check Policy
Effective September 1, 2009

Purpose

As a non-profit, we value the safety of the people whom we serve and our employees and volunteers. We want to take prudent measures to attempt to safeguard people and assets from potential harm. Therefore, the Alliance for Lupus Research (ALR) has implemented a policy on background checks for key volunteers.

Parts of a Background Check Include:

- A Social Security Address Locator search. An address locator search is necessary to verify the identity given by the volunteer.
- A review of the US criminal history database (county repositories may be checked as well to verify convictions or provide more information);
- A review of the National Sex Offender Registry; and/or
- Professional assistance in verifying convictions obtained through criminal history reports and researching details of convictions to allow for informed decisions on suitability for volunteer service.

Background checks are conducted by Pre-Employ.com, Inc., a consumer-reporting agency, which specializes in obtaining criminal histories, driving records, and credit reports. [A Summary of Your Rights Under the Fair Credit Reporting Act](#) is attached to this document for reference purposes.

Scope

It is the policy of the ALR to conduct background checks on the following volunteers:

- All Walk Registration Committee Chairs and Members;
- All New York City Administrative office volunteers;
- Any volunteer who may handle money collection at an ALR special event;

Background checks do not need to be conducted on volunteers who are under 18 years of age since criminal records are not available for juveniles.

Due Process

If a record of criminal convictions is found, the volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the volunteer disagrees with the accuracy of the report, the volunteer may choose to provide other information about his/her criminal history that may be helpful in understanding the circumstances of what occurred.

As a rule, Volunteers will be precluded from service if the background check shows a court imposed penalty for a violent crime, sex crime, financial crime or drug crime within the past 7 years. However, the final decision about volunteer service will be made by the President in consultation with the head of the ALR Human Resources department and, when necessary, legal counsel.

Privacy

The privacy of the information obtained by the Alliance for Lupus Research through the background check will be respected. Your information is confidential and will only be shared with ALR staff members who have a need to know.

The Service the ALR uses for gathering the information necessary to conduct a background check allows for the volunteer to go directly to a secure website and enter their information in without the need to submit a social security number to ALR. In the case of a volunteer without internet access there is a form that can be filled out and sent in confidence to the Vice President of Finance & Operations. The form will remain in secure HR files until the background check is completed when the form will be destroyed.

For more information on your rights as a volunteer please go to www.privacyrights.org

Cost

The ALR will absorb all costs associated with the background checks.

Questions

Questions or comments about this policy can be directed to the Vice President, Finance & Operations; Debra Rose or to the Assistant Director, Finance & Operations; Denise Prior.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

Disclosure Regarding Background Investigation

Organization (“Client”) will procure a consumer report and/or investigative consumer report on you for the limited purpose of evaluating you for a position with Organization. **MyBackgroundCheck.com. (“MBC”) an affiliate of Pre-employ.com, Inc.,** or any agent of MBC, will obtain the report for Client. **MyBackgroundCheck.com is located at 2301 Balls Ferry Road, Anderson, California 96007 and can be reached at 800-503-2364.**

The report will contain any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit, capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for (A) employment purposes; or (B) any other purpose authorized under section 604 of the Fair Credit Reporting Act. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, licensing and certification checks, etc. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you or through interviews or correspondence with your current or former employers or educational institutions. You understand that while the information contained in the report or reports provided has been obtained by various third parties from public record data sources deemed reliable, their accuracy cannot be guaranteed due to potential human error in the actual recording or retrieval of the record.

The nature and scope of this disclosure and authorization is all-encompassing, however, allowing Client to obtain from any outside organization all manner of consumer reports and/or investigative consumer reports now and, if you are granted a position, throughout the course of your employment or volunteer service to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

You are entitled to request more information about the nature and scope of such reports by submitting a written request to: **MyBackgroundCheck.com, Compliance Department, P.O. Box 491570, Redding, Ca. 96049 or by fax to 800-503-2371.**

I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act (“FCRA”) and may have additional rights under relevant state laws. Client is furnishing you with a “SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT” in a form prescribed by the Federal Trade Commission

ADDITIONAL STATE LAW NOTICES

If you live or are applying for a job in the state of California, Maine or New York, please review these additional notices:

CALIFORNIA: Under California Civil Code section 1786.22, you are entitled to find out from MBC what is in Clients file on you with proper identification, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. MBC may not charge you more than the actual copying costs for providing you with a copy of your file.

2. A summary of all information contained in MBC’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request for telephone disclosure and provided proper identification and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

3. By requesting a copy be sent to a specified addressee by certified mail. By complying with requests for certified mailings MBC shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave its office.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may MBC require additional information concerning your employment and personal or family history in order to verify your identity.

MBC will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. MBC may require you to furnish a written statement granting permission to it to discuss your file in such person’s presence.

MAINE: You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

NEW YORK: You have the right, upon written request, to be informed of whether or not an investigative consumer report was requested. If you request a consumer report, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency.

Authorization for Background Investigation

I acknowledge receipt of the **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and **SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understood both of those documents. By my written authorization below, I consent to the release of consumer reports and investigative consumer reports prepared by MyBackgroundCheck.com (MBC), to Client. I understand that if Client accepts me as a volunteer or employee, my consent will apply throughout the duration of my employment or volunteer service unless I revoke or cancel it by sending a signed letter to **MyBackgroundCheck.com, Compliance Department, P.O. Box 491570, Redding, California 96049 or faxed to 800-503-2371.**

I understand that, to the extent allowed by law, information contained in my application or otherwise disclosed by me before, during or after my volunteer tenure, if any, may be utilized for the purpose of obtaining consumer reports or investigative consumer reports. Further, I hereby authorize MBC or any agent of MBC to contact any and all third parties, corporations, businesses, former employers, credit agencies, all government agencies, educational institutions, motor vehicle records agencies, law enforcement agencies, city, state, county, and federal courts, and military services. I also authorize the disclosure and release to MBC or any agent of MBC information concerning my employment history, earnings history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information deemed relevant by MBC to MBC or any agent of MBC by former employers; learning institutions, including colleges and universities; all government agencies; law enforcement agencies; federal, state and local courts; the military; credit agencies; and, motor vehicle records agencies. Furthermore, I release and hold harmless from all liability any past or present employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the volunteering process. I understand that a background check will be obtained per my instructions at MyBackgroundCheck.com .

I specifically understand that it is necessary for me to provide my social security number and date of birth to Client and MBC or any agent of MBC in order to conduct a background check on me. I hereby authorize Client and MBC or any agent of MBC to use my social security number and date of birth for the sole purpose of conducting a background check for Client in connection with my application for a volunteer or employment position.

For residents of, or for jobs located in California, Minnesota and Oklahoma only: Please check this box if you would like to receive a copy of your consumer report.

I request a free copy of my consumer report

You may obtain information or copies from Clients investigative report file at any time prior to your receipt of such copies, to the extent available, by contacting **MyBackgroundCheck.com, Compliance Department, P.O. Box 491570, Redding, California 96049 or by a toll free fax number at 800-503-2371.**

This Disclosure and Authorization statement above, in the original, copy, or electronic form, is valid now and through the period of time Client considers my application for volunteer service or an employment position and/or the duration of my service with Client. I agree with all of the provisions contained herein and by applying my signature below, it is my intent to be bound by the above Disclosure and Authorization statement.

Occasionally, MyBackgroundCheck.com and/ or its partners send information on identity theft protection, and other related products or services.

I DO ____ or I DO NOT ____ wish to receive this information via email or mail.

Signature: _____

Date: _____

The following information is for identification purposes only. Please print clearly in Black Ink!

Name: Last First Middle

List all other names used in the last 7 years:

Date of Birth: _____ **Social Security Number:** _____

Drivers License Number: _____ **State issued:** _____

Current Address: _____

City: _____ **State:** _____ **Zip:** _____