



**Security**  
Get the Protection You Need.

## Security

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The nature of the screening industry demands our strictest commitment to meeting and exceeding legal, ethical and security standards. *Trusted Employees* is compelled, by the very definition of its purpose, to continually reexamine and refine its own practices – to continually screen itself, in a sense. *Trusted Employees* makes itself accountable from without and from within, by answering to external legal and governmental policies as well as to its own internal standards and controls.

- All our processes, products, programs and solutions meet the federal legislative standards set by the Fair Credit Reporting Act (FCRA), the Fair Housing Act, the Equal Employment Opportunity Commission (EEOC) and the Federal Trade Commission (FTC). These standards set the parameters for background checking, by defining a range of information access in relation to a range of potential fact situations.
- All our screening solutions are rigorously researched, and ensure your up-to-date compliance with all applicable state and federal regulations. Background screening is a blanket term that properly refers to a range of circumstances and procedures. *Trusted Employees* advises clients on their most feasible and appropriate course of action, based on current information from the best sources.
- We are committed to continually investing in the highest level of available encryption for the protection of sensitive material. We take significant measures to protect private data that include shredding all paper documents (including application forms) daily, and storing all computerized information on digitally locked electronic backups.
- We do not sell, trade, or otherwise transfer any personally identifiable information that is shared with us. The definition of confidentiality is that it goes *without saying*. We honor our clients' trust by honoring a firm policy of privacy and non-disclosure. The basis of our company is the trust of our clients, and we believe in earning that trust everyday by *doing business well*.

# Security & Confidentiality Statement

As a Trusted Employees client, your organization has entrusted to our care certain confidential data. We recognize that your relationship with us is based on trust, and that you expect us to act responsibly. Because our clients' data is private information, we hold ourselves to the highest standards in its safekeeping and use.

We use the information you provide to us through this website primarily to provide Background Screening services to you.

When you apply for access to this site, we ask you to provide us with certain personal contact information. This information may include your:

- Name and Business address.
- Phone number and e-mail address.
- Signed Agreement

We DO NOT share your information within our affiliated companies.

Additionally, we will release information about you if you direct us to do so, if we are compelled by law to do so, or in other legally limited circumstances.

Our website uses some of the most secure forms of online communication available, including data encryption, Secure Sockets Layer (SSL) protocol, and user names and passwords. These technologies provide a high level of security and confidentiality when you access information or send secure messages, for example.

The Trusted Employees website offers customized features that require our use of "HTTP cookies"—tiny pieces of information that we ask your browser to store. However, we make very limited use of these cookies. We don't use them to pull data from your hard drive, to learn your e-mail address, or to view data in cookies created by other websites. We will not share the information in our cookies or give others access to it—except to help us better serve your Background Screening needs.

We restrict access to your confidential data to only our employees who need to know the information to provide products or services to you. We maintain strict physical, electronic, and procedural safeguards to protect your information.

For your protection, we recommend that you do not provide your user name or password to anyone. If you become aware of any suspicious activity relating to your information, please contact us immediately.



## Cybertrust Certification, formerly TruSecure Certification

This Cybertrust Certified organization has had its security controls, procedures and policies examined, measured and validated by [Cybertrust, Inc.](#), the global information security specialist.

Formerly TruSecure Certification, the Cybertrust Security Management Program Certification is a comprehensive and ongoing risk reduction program that addresses all aspects of proactive information security. More than a seal of approval, a Cybertrust Certified status demonstrates to the public that this organization has made safeguarding user information a critical priority. The Cybertrust Certified seal also demonstrates that this organization employs proven security processes and technologies to maintain a proactive and comprehensive information security program.

