

## Bay Area Background Checks Privacy Policy

Bay Area Background Checks values your right and your candidates/employees' right to privacy. We have created this privacy statement to demonstrate our commitment to keep personal information safe, secure and confidential. This privacy policy discloses our information-gathering and dissemination practices for websites through the TAZWORKS.NET and INSTASCREEN.NET domains. By accessing and using our websites, you consent to the collection and use of personal information by Bay Area Background Checks as disclosed in this privacy policy.

### **What information does Bay Area Background Checks collect?**

#### ***Registration and Contact Information***

Access to certain web pages and online services is not available to the general public and requires the creation of a Bay Area Background Checks account ("Account").

When you register for an Account, fill out our contact form, or otherwise engage with our website, we may collect the following personal information from you ("Registration and Contact Information"):

- Your name, email address, postal address, phone number, and/or password;
- Business-related information to verify your company;
- Transaction-related information for fraud prevention; and
- Payment Method information if you purchase our products or services on our Sites.

#### ***Information We Collect About Candidates***

We collect information about candidates including, but not limited to their name, email address, Social Security Number, address, and date of birth. We use this information for the sole purpose of completing the requested background screening and only in compliance with applicable law, including the Fair Credit Reporting Act (FCRA).

Bay Area Background Checks will use the personal information you provide for the sole purpose of fulfilling your request for products and services. In the course of fulfilling your request, it may be necessary to disclose the personal information you provide to third parties. We will disclose personal information to third parties only when necessary to fulfill your request, and in such cases, as permitted by law. Bay Area Background Checks does not sell or share with third parties any personal information, including email addresses, gained through the fulfillment of requests for products and services.

#### ***Information We Collect from All Web Visitors***

When you visit our Site, we collect the following information from all visitors:

#### ***Tools We Use to Collect Data from Web Visitors***

Bay Area Background Checks uses cookies for your convenience and to provide a means to identify you throughout the duration of your online session. Sensitive and personal information is never stored in cookies. Bay Area Background Checks does not initiate cookies on behalf of third parties.

## Bay Area Background Checks Privacy Policy

Bay Area Background Checks logs all activities performed on our websites and periodically examines the log files. This analysis helps detect fraudulent activity, identify system faults and failures, and characterize aggregate system performance. When used in the course of scientific or research purposes, all reasonable identifying information is removed.

Bay Area Background Checks will never ask you for your password. If we require authenticated access to your account information for any purpose, we will refer you to a system specialist who will have access to your account information. Please guard your password carefully and do not share or disclose your password to anyone, for any reason. Every user is responsible for his or her username and password and any misuse thereof.

### **Payment Information**

All Payment Method information that we collect through the Site is used only to bill you for our products and services. The information is processed by a certified third-party service provider that is compliant with the Payment Card Industry Data Security Standard (“PCI DSS”).

### **Fraud and Abuse Prevention**

We partner with certain third party vendors to prevent fraud and abuse. When you make a purchase, we analyze your payment information and unique device identifiers (including, but not limited to, IP address, MAC address, geographical location, browser and operating system settings) to identify suspected fraudulent activity and block it. We may share information associated with activity flagged as fraudulent (including, but not limited to, payment information, email addresses, and unique device identifiers) with our security partners or law enforcement for further investigation.

We may disclose or preserve for future disclosure your information if we believe, after due consideration, that doing so is reasonably necessary to protect Bay Area Background Checks rights or property or to comply with a law, regulation, valid legal process, or to prevent imminent and serious bodily harm to a person.

### **Information Storage & Security**

Bay Area Background Checks through INSTASCREEN.NET is certified by TruSecure, a security-assurance company. This means that we have taken every known precaution to protect you from the loss, misuse, and alteration of the information under our control. Confidential information is encrypted when transmitted to and from our websites.

### **Personal Information Disclosure**

We do not transfer personal information to third parties outside of the United States or its territories during the preparation or processing of consumer reports.

We retain all of the information we collect or that you submit for purposes including fraud prevention, legal compliance, and to resolve disputes or enforce our agreements.

## Bay Area Background Checks Privacy Policy

### **Changes to and Deleting your Account**

If your account information changes, or if you no longer desire our service, you may correct, update, amend, deactivate or delete your account by emailing us at [info@bayareabackgroundchecks.com](mailto:info@bayareabackgroundchecks.com). We may be required by law or regulation to retain certain account information associated with your use of the service.

### **Links to Third Party Sites**

Our Site includes links to other websites whose privacy practices may differ from those of Bay Area Background Checks. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.

### **Children's Information**

Bay Area Background Checks is not directed to individuals under the age of 15 and we do not knowingly collect personal information from children under the age of 15. If we discover that we have collected personal information on a child under the age of 15 via our website we will promptly remove it from our systems.

### **Changes to This Policy**

If we make changes to the privacy policy that affect your rights, we will post a notice on the site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices. If we make any changes to this Policy, we will change the "Last Updated" date above.

### **Questions**

If you have any questions about this Policy, please contact us at 888-551-8360, [info@bayareabackgroundchecks.com](mailto:info@bayareabackgroundchecks.com), or at the following mailing address:

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