



Privacy Policy

National Screening Bureau respects your privacy and understands the importance of keeping your personal information confidential and secure. We hold our privacy practices to the highest standard to maintain the confidentiality of all consumer information. All personal identifiable information (PII) collected, stored, and used is compliant with the Fair Credit Reporting Act (FCRA).

This policy outlines how your personal identifiable information and other personal data will be collected, used, and shared in relation to access and/or use of National Screening Bureau's screening platform, website, and any content, features, services, or other offerings that we provide in connection with our services.

National Screening Bureau is a Consumer Reporting Agency (CRA) and among other services, we provide consumer reports and investigative consumer reports. We do not maintain a database of consumer information. Any information gathered on any consumer may only be provided to the user authorized by the consumer or permitted by the FCRA or similar state law to receive the information.

We do not share, sell, or distribute consumer information with or to any third parties other than for the purpose of delivering requested service. This does not include our vendors who assist us in conducting our services. However, we may be required, upon receipt of a court order to release the information in civil litigation, or as otherwise required by law, to disclose information regarding a consumer to law enforcement agencies.



Privacy Policy

What Type of Information is Collected and How is it Collected?

National Screening Bureau does not collect, process, or transfer personal information for any purpose other than the legal purpose for which it was originally intended. Information collected is also based on how you are using our website or services.

❖ Our Public Website: www.natsb.com

When you fill out an online form to sign up for our service(s) or inquire about a product, we may ask you to provide certain personal information such as but not limited to:

- First and Last Name
- Phone Number
- Email Address
- Job Title & Organization you work for

❖ Our Private Client/Applicant Service Portal

National Screening Bureau's secure and encrypted client portal is only available to authorized client users. All consumer information is transmitted via Secure Socket Layer (SSL) technology. We use at minimum 128-bit SSL encryption to transfer information across our network. To facilitate background screening for the purpose of employment or business due diligence, personal information will need to be provided such as but not limited to:

- First and Last Name
- Social Security Number/ITIN Number
- Date of Birth
- Current Address
- Phone Number
- Email Address
- Driver's License Number

Any personal data categorized as 'Special Data' under the GDPR will require the data controller to either have explicit consent from the individual with notice that processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment or business due diligence.



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How is your Information Used?

National Screening Bureau provides consumer information to our clients, agents, and vendors who are contractually authorized to receive such information for a specified purpose only. NATSB ensures that our vendors adhere to privacy principles consistent with United States law and European data protection directives.

❖ We will only use the information you give us to:

- To carry out our obligations arising from any contracts entered in between our clients and us and to provide you with the information, products, and services that are requested from us
- To create your account and enable you to use our services
- To verify your identity
- To provide information about the features and functionality of our services
- To respond to and fulfill your requests
- For internal record-keeping purpose and for legal purposes
- To address fraud or safety concerns, or to investigate complaints or suspected fraud.
- To resolve disputes, to protect ourselves and other users, and to enforce any legal terms that govern your use of our services

It will only be shared with our vendors when necessary for the completion of a background screening service. This may include us contacting a company, institutions, employers, courts, law enforcement agencies, and other business or government agencies as necessary for NATSB to complete our background screening service(s).

NATSB will retain the personal information we process on behalf of our clients for as long as required by law and as long as required to provide services to our clients. We will only retain this information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Although we have implemented technical, physical, and administrative security measures to protect unauthorized access of your information we collect on behalf of our clients, be advised, we cannot guarantee that our clients will follow the terms set forth within this privacy policy and therefore not held liable for a client's action.



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Who has Access to your Information?

National Screening Bureau follows regulations and guidelines regarding the confidentiality of all consumer information required by the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq. (“FCRA”)

Your personal information is contained behind secured networks is only accessible by a limited number of persons who have authorized access to such systems. Vendors, Clients and Employees working on our behalf are vetted, only provided/granted access/information necessary to their legitimate needs and then contractually bound to keep all information confidential. Consumers are vetted before information is disclosed.

Information sources outside of the United States may be contacted, at the client’s request, in order to verify information claimed by an applicant which took place outside of the United States. All personal information will be transferred in an encrypted and secure manner to maintain your privacy and security. This occurs only to allow us to perform any contractual obligation that are required to provide the services you (or your employer/potential employer) have requested.

In the case of international searches, personal information may be transferred to other countries, including countries of the European Commission or other data protection commission and/or government authorities.

What are your Rights?

National Screening Bureau wants you make sure the personal information we have on obtained on file is correct and accurate.

- ❖ In Certain Circumstances you have the right:
 - To be informed what personal data we have on file for you (Please note will be ask you to verify your identity before responding to such requests)
 - To access and receive a copy of the report/file we have on you
 - To rectify any personal data obtained about you that is inaccurate