## **PRIVACY POLICY**

This Privacy Policy covers Southern Research Company's (SRC) web site, Operational Policies and Procedures and the personal information provided to SRC. SRC will collect, store, and use personally identifiable information only in compliance with applicable laws.

SRC is a Consumer Reporting Agency that prepares Consumer Reports for authorized Employers, Landlords and Volunteer Agencies under the provisions of the Federal Fair Credit Reporting Act. SRC collects applicant data according to written Consumer Authorization and Disclosures.

## **Collection of Information**

SRC will only collect only personally identifiable information from the Consumer that was provided by the Consumer directly or through entity in which Consumer applied.

SRC receives such Consumer information through various medium including but not limited to email, website entry, and facsimile transmissions.

# **Sharing and Disclosing Information**

Personal information is only released or shared with entities authorized by the consumer including, but not limited to, third parties or affiliates.

SRC may disclose Consumer information to subcontractors or court researchers authorized by SRC to assist in the background screening investigation or a third-party representative which provides technical assistance for the website. SRC only provides these representatives and subcontractors with that information needed to facilitate their work on behalf of SRC.

SRC may in good faith disclose personal information for any of the following purposes:

- 1. Investigations, prevention or other legal actions regarding actual or suspected illegal activities or fraud.
- 2. Violations of SRC's terms of use.
- 3. Subpoenas, court orders, or other legal process.
- 4. To comply with applicable laws.

#### **How Consumer Personal Information Is Used**

SRC uses personal identifiably information to facilitate performing background investigation.

## **How Your Data Is Stored and Destroyed**

Data is protected by SSL data encryption when transmitted over the internet to SRC website. The servers used to store consumer information, processed by all mediums, are maintained in a secure environment with the appropriate security measures. Data backups are managed 24/7 by a network team.

When SRC destroys any personal identifiable information it is disposed of in accordance with the rules and regulations of the Federal Trade Commission.

# **Changes to the Privacy Policy**

SRC reserves the right to revise or change its privacy policy.

If you have any questions regarding our privacy policy, please contact us:

**Southern Research Company, Inc. (SRC)** 2850 Centenary Blvd Shreveport, LA 71104 318-227-9700