



## PRIVACY POLICY

### Our Commitment To Privacy

Fieldprint, Inc. ("Fieldprint," "we," "us" or "Company") is committed to safeguarding the privacy of the data we receive and process. This notice explains our online information practices.

### Applicability of Our Privacy Policy

This Privacy Policy covers the information practices of Fieldprint and sets forth our privacy provisions relating to information submitted by our clients and their applicants and employees. This Policy also applies to other data that we collect from third parties and other sources in connection with our fingerprint collection services. All data shall be collected, stored and used in compliance with applicable law and other national laws and state background screening and privacy laws. Please be advised that in compliance with applicable biometric information privacy acts, information related to the collection and storage of your fingerprint images and personal identifying information will appear on Fieldprint's fingerprint scheduling website and as separate links at the bottom of the webpage.

In addition, Fieldprint performs noncriminal justice administrative functions, including the data use and retention involving the handling of criminal history record information (CHRI), in accordance with the Federal Bureau of Investigation (FBI) requirements pursuant to Title 28, Code of Federal Regulations, Part 906 and the relevant *Security and Management Control Outsourcing Standard (Outsourcing Standard) for Channelers*.

By using our Web site, you consent to the collection and use of the information you provide according to this Privacy Policy. This Privacy Policy does not address any information or data we collect through traditional means (e.g., via telephone, fax or customer information forms, etc.).

### The Information We Collect and How We Use It

Fieldprint hereby represents that is a conduit for the processing of personal information for fingerprint and related services, and shall only use any personal information it collects from the End-User (organization) or any consumer for the sole purpose of providing the services as explained in this Privacy Policy.

We release information via telephone, fax, mail and electronically, only to the individual(s) or business(s) that originally requested the service. We do not sell or provide the personal information collected and maintained in our databases to an outside entity for any purpose. Similarly, we do not

compile mailing lists consisting of subjects of our screening reports for any purpose not related to a permissible use.

We use several forms on this Web site and other methods to collect personally identifiable information and other information about the users of this Web site ("you" or "user"). The types of information we collect when you access the Web site may include, without limitation, the following:

1. Your name and the name of your company
2. Your electronic mail ("e-mail") address
3. A contact address
4. Your phone and fax numbers
5. Any other information that you may provide in a form on the Web site
6. The Internet Protocol address from which you accessed the Web site
7. Contents of any queries
8. What items you clicked on the applicable Web page
9. Risk Based Authentication Data (as applicable)

In addition, we may collect other information not listed above. As appropriate, we may share any such data we collect with our affiliates, partners and others. However, the Company is required to and does comply with all applicable laws and regulations, some of which limit the collection, storage, use and dissemination of information.

We may also use any information we collect to support our customer satisfaction initiatives, and we may disclose any or all such information to a third party that acquires all or part of our business, provided that such third party agrees to comply with the provisions of our Privacy Policy with respect to the use of the information.

Some of the information we collect via the Web site is gathered and maintained through the use of "cookies." A "cookie" is a small file that is saved on your computer where we maintain the "state" of your current visit to our Web site. We generally do not store any personal information in these cookies. Some of these cookies are created as "temporary" files that your browser should delete when the browser window is closed, while other cookies are stored for longer and indefinite periods of time ("persistent cookies").

We may also collect certain non-personal data in connection with the Web site. For example, we may collect information on the browser that you use to access the Web site, the operating system that you are running, and certain information about the Web site you accessed immediately before you accessed our Web site.

We may aggregate your non-personal data with the non-personal data of our other users. We also collect and analyze general traffic patterns within our Web site to help maintain the flow and

content of the Web site, and we may use some or all of this anonymous aggregated information to support our commercial activities, or for any other reason.

### **Personal Information Disclosure: United States or Overseas.**

We do not store or process data overseas.

### **Our Commitment To Data Security**

To prevent unauthorized access to your personally identifiable information, maintain data accuracy, and ensure the correct use of such information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect. We urge you to take adequate precautions to protect your personal data.

### **Changes To Our Privacy Policy**

We reserve the right to revise this Privacy Policy from time to time in our discretion. If we modify this Privacy Policy, we will post the revised Privacy Policy, which will take effect immediately upon posting, and we may attempt to notify you of such change through your e-mail addresses registered with us. It is your responsibility to periodically review this Privacy Policy.

### **Copyright**

The copyright in all material provided on this site ("Site") is held by Fieldprint, Inc. or by the original creator of the material. Except as stated herein, none of the material may be copied, reproduced, distributed, republished, downloaded, displayed, posted or transmitted in any form or by any means, including, but not limited to, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Fieldprint, Inc. or the copyright owner. You also may not, without Fieldprint, Inc.'s permission, "mirror" any material contained on this Site on any other server. Any unauthorized use of any material contained on this Site may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and statutes.

### **Security/Data Integrity**

We take all reasonable procedures to protect personal and identifiable information from loss, misuse and unauthorized access, disclosure, alteration and destruction. We have taken and will continue to take appropriate measures to assure the security of sensitive personal data. Any personal data transmitted to or from our web site is protected by a secure socket layer (SSL) key which encrypts the data transmitted over the Internet. Password protection protocols are used on



all computers. Access to servers containing private information and data is strictly limited to only our authorized personnel who have been trained to protect against loss, misuse, unauthorized access, disclosure, alteration or destruction of personal data under our control. We also do everything in our power to protect user information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. The servers that are used to store sensitive personal information are kept in a secure, state-of-the-art environment, with security measures.

Although we make every effort to ensure that the data we collect and store about you is as accurate as possible, we cannot guarantee that third parties are accurate in information that is transmitted and therefore we are not responsible for the data. We therefore are not responsible for the accuracy of data about you that may be supplied by any other third-party sources of information or our clients.

## **How to Contact Us**

If you have questions or concerns about this Privacy Policy or policies in the event of a compromise of your information, or any other matter pertaining to our privacy practices, please write, call or send us an e-mail to the following address:

Fieldprint, Inc.  
Attn: Consumer Disclosure  
Address: 12000 Commerce Parkway  
Suite 100  
Mt. Laurel, NJ 08054  
Phone: [800-799-1067](tel:800-799-1067)  
Email: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com)