

Online Privacy Policy

Employee Screening Management (ESM)

Employee Screening Management (ESM) values the privacy of our online users. This statement sets forth Employee Screening Management (ESM) policy and describes the practices that we will follow with respect to the privacy of the information of users of this site. Should you have any questions about this policy or our practices, please send an email to us at:

- Employee Screening Management (ESM)
- Attention: Privacy Officer
- 1-888-371-4615
- Privacy@pre-screen.com

Personal Information We Collect

Employee Screening Management (ESM) collects your personal information online when you voluntarily provide it to us. If you choose to register online, we ask you to provide limited personal information, such as your name, address, telephone number and/or email address. We also collect information that will allow you to establish a username and password if you would like to do that.

How to Review and Change Your Personal Information

If you register an Employee Screening Management (ESM) account, you may review and change your personal information by logging into your personal account, and “Manage my Account”.

How We Use Personal Information That We Collect Online

Internal Uses

We may use your personal information within Employee Screening Management (ESM) (1) to provide you with the services and products you request or that have been ordered and/or requested by your healthcare provider acting on your behalf; (2) to answer questions about our services; billing, payment methods or use of our website; (3) to process or collect payments for our services, (4) to conduct customer surveys; and (5) to contact you about the products and services that we offer.

Personal Information disclosure to Third Parties

We will not disclose any personal information to any 3rd party (excluding our contractors to whom we may provide such information for the limited purpose of providing services to us and who are obligated to keep the information confidential), unless (1) you have

authorized us to do so; (2) we are legally required to do so, for example, in response to a subpoena, court order or other legal process and/or, (3) it is necessary to protect our property rights related to this website.

Google Adwords and Analytics

- We also use Google advertising services (Ad Words) and;
- Google Analytics for statistics.

Protection of your Online Information

Employee Screening Management (ESM) protects your personal information with firewalls, encryption, and intrusion detection. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from us. This is especially true for information you transmit to us via email since we have no way of protecting that information until it reaches us since email does not have the security features that are built into our websites.

We limit Employee Screening Management (ESM) employees & contractors access to personal information. Only those employees and contractors with a business reason to know have access to this information. We educate our employees about the importance of maintaining confidentiality of customer information.

How can you help protect your information?

While using the Employee Screening Management (ESM) website for which you registered; please choose a secure password, and do not divulge your password to anyone. We will never ask you for your password in an unsolicited phone call or by unsolicited email. Please sign out of Employee Screening Management (ESM) website and close your browser window when you have finished your work; to ensure that others that have access to your computer cannot access your personal information and private correspondence.

Links to Other Sites

We want to provide site visitors valuable information, services and products. Featured programs and other site content within the Employee Screening Management (ESM) site may link our users to third party sites. Employee Screening Management (ESM) does not control and is not responsible for practices of any third-party websites.

Note

This privacy statement may be changed if the future without notice; please check back periodically.

Wednesday, June 8, 2016