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**Consumer Information Privacy Policy**

SRA is a consumer reporting agency. It is required by the Fair Credit Reporting Act, 15 U.S.C. §1681 et seq. (“FCRA”) to maintain the confidentiality of all consumer information.

SRA obtains information on an individual consumer only upon the request of a user who has a permissible purpose under the FCRA to request information on that consumer. The FCRA requires a user to certify to SRA that it has obtained the written consent of the consumer to request information before SRA can supply the requested information. The end user must submit to reasonable audits by SRA to confirm that it is, in fact, obtaining such consents. The end user audit and monitoring instructions are located in our Experian vendor file called “Experian Requirements” – This file is viewable to all employees.

SRA does not maintain a commercial database of consumer information.

Any information gathered on any consumer may only be provided to the user authorized by the consumer to receive the information. SRA cannot and does not share, sell, or distribute consumer information with or to any third party other than the requesting party thereof. Any consumer, upon proper identification, has the right under the FCRA to request SRA to furnish to the consumer any and all information it may have on that consumer. The consumer has the right to dispute the accuracy or completeness of any information contained in the consumer’s file.

The consumer’s rights under the FCRA may be obtained by contacting us or going to the FTC website at:

<https://www.ftc.gov/about-ftc/bureaus-offices/bureau-consumer-protection>

However, SRA 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.

If you have any questions regarding our policy, you may contact us at:

**Scott-Roberts and Associates**

1601 Forum Place

Suite 203

West Palm Beach, FL 33401

Phone: 561-253-6380 / 888-605-4265

[info@srascreening.com](mailto:info@srascreening.com)

Other privacy initiatives and procedures include, but are not limited to:

* Access to confidential consumer information is limited within SRA to those who have a need to know the information: obtaining and transmitting information on the consumer or those dealing with a consumer request for information or consumer disputes.
* Access to SRA computer terminals, file cabinets, fax machines, trash bins, desktops, etc. are secure from unauthorized access.
* SRA maintains a secure network to safeguard consumer information from internal and external threat.
* Any backup data is maintained in an encrypted form.
* SRA maintains records on each request for information and identifies each user who requested information on a consumer.
* Employees are prohibited from “browsing” files or databases without a business justification.
* Destruction of consumer information follows the Federal Trade Commission’s requirements that the information be unreadable upon disposal.

As a consumer reporting agency governed by the Fair Credit Reporting Act (FCRA), and other applicable state and federal laws, SRA is committed to protecting your right to privacy.

This Privacy Policy covers SRA's practices and policies regarding the receipt, storage, and use of “Personally Identifiable Information.” This policy also covers the receipt of certain information through SRA's public website and otherwise.

All information obtained by SRA will be collected, stored, and used in compliance with applicable laws, including the FCRA.