



BACKGROUND SEARCH POLICY AND PROCEDURES FOR EMPLOYEES AND VOLUNTEERS

BACKGROUND SEARCH POLICY

In compliance with GSUSA Guidelines, Girl Scouts of Connecticut, Inc. (the “Council”), has adopted the following policy regarding required background searches of all employees and volunteers involved with Girl Scouts of Connecticut programs and participants. The goal of this policy is to provide a process that confirms the identity and background of individuals working for or with Girl Scouts of Connecticut or who otherwise have access to facilities or systems, regardless of location, thereby protecting employees, volunteers, and girl and adult members, as well as safeguarding the Council’s assets.

Background Search Policy

As a condition of employment or volunteer work, and prior to any contact with girl members, Girl Scouts of Connecticut policy requires verification of identity and a background search. The Council has contracted with a third party to conduct required background searches. The agency will be required to check back, over the past 7 years, for information on:

- Identity,
- Criminal history
- National Sex Offender Registry

The agency will retain the records for such searches, and will verify to Girl Scouts of Connecticut that the background searches have been conducted, including reports on outcomes.

Data Privacy Policy

- Data is gathered only for legitimate human resources, business, and safety/security purposes of which employees and volunteers have been notified.
- Data is only released to others if they have a legitimate human resource, business, or safety/security request.
- All data releases are recorded: who received the data, the intended usage, where the information may be sent/accessed, and how long it will be retained.
- All data is protected, whether in electronic or paper form, from unauthorized access, and is kept only as *long as it is necessary for the intended purposes*.
- Only those who need to have access to data for legitimate usage will be allowed access – those individuals currently include the Director of Human Resources and her/his designee, and the Chief Executive Officer.
- Data no longer needed for intended purposes will be destroyed in a secure manner.
- If you have concerns or questions about how this is being handled, please contact the Director of Human Resources immediately.

Girl Scouts of Connecticut will not discriminate against any person on the basis of race, religion, color, sex, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, veteran status, or any other protected category.

Girl Scouts of Connecticut, Inc.
BACKGROUND SEARCH PROCEDURES

The safety of girls is of paramount importance to all of us in Girl Scouting. Conducting criminal background searches is one step in an overall process of screening and placing employees and volunteers.

1. Background searches will be completed on all individuals in the following categories.
 - a. All Council Employees (including Camp staff)
 - b. Board of Directors
 - c. Leaders and Co-Leaders (01 and 02 positions)
 - d. Product Sales Volunteers
 - e. Mentor Volunteers
 - f. Program Volunteers
 - g. Troop Committee Members
 - h. Service Team Members

New employees and volunteers in any of the listed categories will be screened at the time of recruitment.

2. All employees and volunteers must expressly authorize the Council or its agent to conduct a criminal history search or to conduct any other search the Council deems appropriate for the opportunity being considered. Without such authorization to conduct the background search, an individual cannot be employed, or serve in or be appointed to a volunteer position with the Council.
3. Employees and volunteers have the right to make a written request within a reasonable amount of time after receiving notice of our intent to conduct the background search to receive additional, detailed information about the nature and scope of the background search, including the name, address and telephone number of the third party contracted to conduct the searches.
4. Employees and volunteers are subject to repeat background check at any time during employment with Girl Scouts of Connecticut; however, volunteers must receive a background check every three years.
5. The decision whether to exclude or limit a prospective individual's participation remains at all times within the sole discretion of the Council. Factors that may be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and length of time since the criminal conduct occurred. The Council's primary concern is always to safeguard the best interests of its members.
6. Providing false information or omitting relevant information on the application or consent form is grounds for exclusion from participation in the Council, regardless of the result of the background search.
7. If a decision to not use a prospective volunteer or hire an individual as an employee, is based in whole or in part on information contained in a background search result, the individual will be provided information on how to contact the third party for any and all disputes.
8. It is the employee's or the volunteer's responsibility to immediately notify the Council office in writing of any circumstance that might alter the background search results following its completion.

9. All results of background searches will be kept strictly confidential at all times. Individuals with access to this information will be confined to the Chief Executive Officer and the Human Resources Department. Results will be shared with legal counsel, if the Council seeks legal guidance. All files are archived with the third party contracted to provide the background search service.

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