

Southwest Georgia STEM Charter School
Georgia Crime Information Center
Non-Criminal Justice Applicant Privacy Rights Notification Policy
Standard Operating Procedure

Subject: **Applicant Notification Policy** for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information

Effective Date: 10/06/2020

Notification

The Southwest Georgia STEM Charter School employs/licenses Educators, Managers and Administrative Personnel and as a part of the process conducts fingerprint based background checks through the Georgia Crime Information Center. Prior to fingerprinting each individual must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. The Southwest Georgia STEM Charter School provides the applicant with the privacy rights via

- A copy is provided to the applicant at the time of fingerprinting
- A copy is provided as part of the application.

Once the applicant has read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a form stating the notification was received and maintain such document for no less than 3 years.

Record Challenge/Correction

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record they will be given 30 days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website. The applicants will be given a copy of the criminal history record.

Appeal Process

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check. The procedures for the appeal process are as follows:

If an applicant chooses to challenge the decision that has been made, the application must provide a written request within 5 days in which they state:

- Reason for the Challenge
- Provide documentation to support your evidence (if possible)

This information should be delivered to the school leader by the deadline date. If the deadline date has passed the request will be denied.