

## **BOARD POLICY**

### **GCIC/CJIS Applicant Privacy Rights Notification**

**Descriptor Code: GAKK (4)**

---

Standard Operating Procedure

Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

#### Notification

The Webster County Board of Education employs/certifies applicants and as a part of the process conducts fingerprint-based background checks through the Georgia Crime Information Center. Prior to fingerprinting, each applicant must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. The Webster County Board of Education provides the applicant with the privacy rights via:

A copy is provided as part of the application packet.

Once the applicant has read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a form or log stating the notification was received. A copy of the signed form or log must be maintained by the agency 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 not 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 follow:

1. To deliver a signed statement (reason for the challenge).
2. To provide documentation to support the evidence, if possible.

This information should be delivered to the school superintendent or the school POC (on file with GCIC) by the deadline date. If the deadline date has passed the request will be denied.

---

**Webster County School District**

**Adopted: December 12, 2023**