

RHR Information Services, Inc.

SelectSmart News

Editor's Note

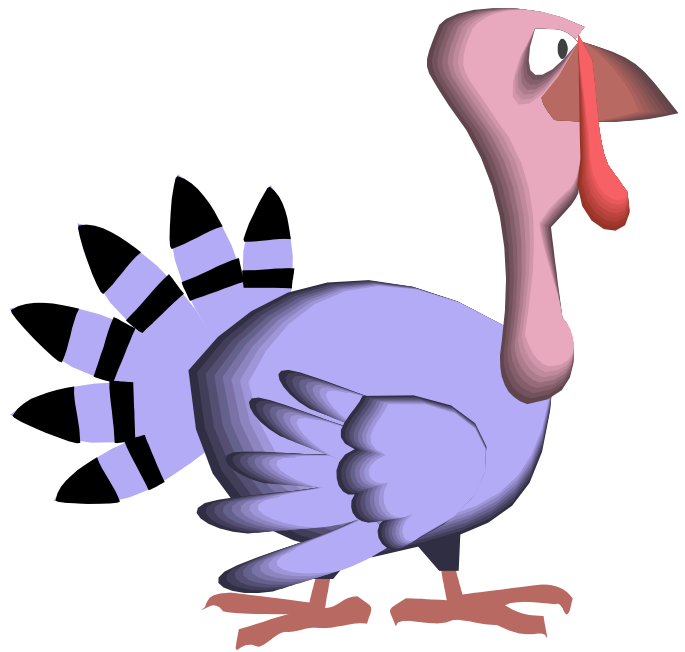
The holiday season is rapidly approaching and it can get to be a busy time for employers and employees alike.

In this issue there are a few stories about changes we have made to our reports to make them safer for us, you and the applicant.

Check out the buzz on page 3 about Federal Searches and look at the list of closures we have listed for 2006.

Elizabeth Army

Client Relations Coordinator



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Safeguarding Your Employees' Personal Information

There have been numerous high-profile cases where hundreds of thousands of employee, consumer and student records were lost by, or stolen from, various financial institutions, data brokers and universities. In 2005, through September there were more than 100

personal information breaches of personal data affecting more than 56 million people, according to a list updated regularly by the Identity Theft resource Center in San Diego.

Such security breaches can come

at a high price. In the Internet Age, one computer that is not properly protected or one hard drive that is not adequately erased can provide thieves with access to thousands of employee records.

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Background Checks: A Jobseeker's Guide



Whether you are hired or promoted for a job may depend on the information revealed in a background check. Job applicants, existing employees and volunteers may be asked to submit to background checks. For some jobs screening is required by state or federal law. The current emphasis on security and safety has dramatically increased the number of employment background checks conducted.

In short, employers are being cautious. At the same time, applicants and employees feel that employers can dig into the past in ways that have nothing to do with the job.

The guide, available at www.privacyrights.org, explains the how and why of background checks. It also tells you what can be covered in a background report, your rights under the Fair Credit Reporting Act, and what

you can do to prepare for a background check.

This information has been taken from the Privacy Rights Clearinghouse. For more information visit their website at www.privacyrights.org.

Safeguarding, continued

(Continued from page 1)

For an employer, the consequences of violating that trust have been underscored by court rulings and state and federal laws that seek to hold custodians of sensitive information responsible for diligently protecting the data they obtain, and subject to penalties if they don't.

Today the news of a security

breach can spread rapidly, informing current and potential customers or partners of a company's failure, can even cast doubts on a company's ability to securely maintain other confidential business data, such as customer files or records pertaining to a pending mergers or acquisitions. As a result, safeguarding and properly disposing of employee information in all

forms has become a necessity for employers.

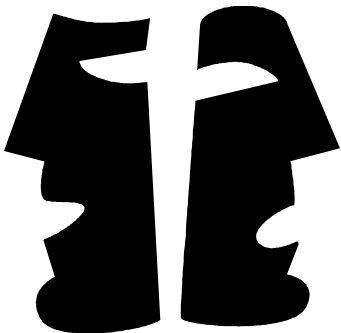
Employees routinely give companies their life history in the form of a resume or biography, followed by a background check and maybe a drug test—and they expect employers to protect it.

Employers need to understand the internal and external proc-

(Continued on page 3)

“The news of a security breach can spread rapidly.”

Personal Information Mask



Some of you may have noticed in the last few months some significant changes to the look of our reports. The biggest change being that we now mask some personal information like the Social Security Number

We have masked all but the last

4 digits of the Social Security Number to protect the applicant, the prospective employer and ourselves.

It is still important to keep this report in a safe, private place but by masking the SSN we have made our reports a little more

secure.

For ideas on how to save or dispose personal data read our story on page 1 entitled Safeguarding your Employees Personal Information.

Safeguarding, continued

(Continued from page 2)

esses and data flows that involve personal employee information. Employers must understand the business processes involved from collection through disposal and the company's legal obligations.

When considering the life cycle of employee records, employers should focus, in broad terms, on data input, storage and disposal. Although there are no easy answers about the best ways to collect, manage and dispose of such sensitive information, employers can—and should—take numerous steps to ensure the safety of employee data.

Data Input

When it comes to sensitive information, sometimes it's better if employers don't ask for it. Employers should look closely at the personal information they require applicants to provide and when they ask them to provide it. Don't ask for an applicants SSN until absolutely necessary. You don't need an SSN until you

are going to do a background check and potentially offer them a job. The less information you collect, the less you are responsible for.

Storage

In order to limit access to HR data, employers must decide what information will be available only to the HR department. Employers should screen all HR personnel and anyone else who will be given access to personal employee information. Temporary workers should not be given access. Employers should also take steps to limit non-HR staff access. Only those that have a business reason should have access. Don't overlook electronic access. Restricting access to sensitive data may require some technological safeguarding by the IT staff. It's also good practice for companies to physically and electronically segment the HR department from the rest of the corporation to best protect employee information. Don't forget locks on all file cabinets,

windows and doors.

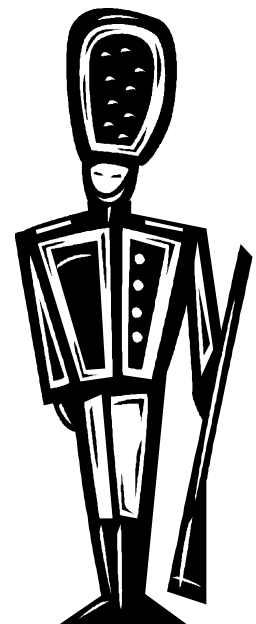
Disposal

When electronic and paper files are waiting to be destroyed, they should be kept in a secure area. Experts say that employers should establish confidentiality and security agreements that include proper return and disposal procedures for sensitive data—both internally for employees and externally with third party vendors. Employers need to be aware that there is no fool-proof system for destroying digital data so that it can no longer be accessed. Employers can download tools from the internet to wipe data out but they are not guaranteed to be effective.

Experts say that tackling security from multiple angles is the way to go. Employers need the right combination of technology, well-trained users and secure procedures to protect their employees' information.

To read the entire article check out HR Magazine's November Issue

“Tackling security from multiple angles is the way to go.”



Making a Buzz: Federal District Court Searches

Although this product is not new, there has been an increase in the buzz surrounding it. The Federal District Court Criminal Search is a product that searches for criminal records at a federal court level, as opposed to at the state court level. The

decision on whether or not to do a federal court criminal search assumes understanding such searches. By definition, federal courts are places where violations of federal law are considered. The recent trend has been to federalize more and more

offenses. Federal crimes are typically slanted toward more serious crimes like large drug cases, financial fraud, bank robbery and interstate crimes. If you have any further questions please contact your RHR Information Services, Inc. representative.



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The Right Path to the Right People

Disclaimer: This newsletter has been developed for informational purposes only for use by the customers of RHR Information Services, Inc., and should not be relied upon as definitively accurate. Due to the complex nature of your business, we strongly suggest that you work closely with legal council when making employment related decisions.

RHR and County Closures 2006

Please be advised that RHR and/or Federal, State and County Offices will be closed on the following days in 2006. While we believe this list to be accurate, there may be additional days for closures.

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| New Years Day Observed 01/02/2006 | Labor Day 09/04/2006 |
| MLK Birthday 01/16/2006 | Columbus Day 10/09/2006 |
| Washington's Birthday 02/20/2006 | Veteran's Day Observed 11/10/2006 |
| Memorial Day 05/29/2006 | Thanksgiving 11/23/2006 and 11/24/2006 |
| Fourth of July 06/03/2006 and 06/04/2006 | Christmas 12/25/2006 |