

Supplemental Information Sheet Regarding Name Based Criminal Record Checks

The BackCheck screening process for a Name Based Criminal Record Check includes a search of the National Criminal Records repository known as the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. Part of this search of the CPIC database includes a search of the Identification Data Bank.

The search of the Identification Data Bank is comprised of three (3) data sets, including: 1) offender's criminal record information; 2) summary of offender's biographical and offence information; and 3) indexed summary of offender names for rapid search. Canadian Criminal Real Time Identification Services (CCRTIS) is the only entity that is authorized to update, delete, and/or modify information within the Identification Data Bank. Lawfully obtained fingerprints support each criminal record entry in the Identification Data Bank. This information is collected by virtue of Personal Information Bank (PIB) CMP PPU 030, pursuant to the Privacy Act.

By searching the Identification Data Bank, BackCheck is able to provide its clients with a Name Based Criminal Record Check which is a query based on name, date-of-birth, and declared criminal record history of active criminal files in the RCMP National Repository of Criminal Records. A Name Based Criminal Record Check is used to determine the possible existence of a criminal record and generally used as a preliminary search only to determine if a Fingerprint-based Criminal Record Verification may be required.

In accordance with the newest guidelines for the Dissemination of Criminal Record Information set by the Ministerial Directive Concerning the Release of Criminal record Information by the Royal Canadian Mounted Police (RCMP), BackCheck clients must have their candidates fully complete the "Declaration of Offences" section of the BackCheck Criminal Record Check Consent Forms. BackCheck clients are also asked to instruct their candidates that the following offences should **not** be declared in this section:

- A conviction for which the Applicant has received a Pardon in accordance with the Criminal Records Act
- A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act
- An Absolute Discharge issued over 1 year ago or Conditional Discharges issued over 3 years ago, pursuant to section 730 of the Criminal Code
- An offence for which the Applicant was not convicted
- Any provincial or municipal offence, and
- Any charges dealt with outside of Canada

A declaration deemed complete and accurate will be confirmed as such by BackCheck's police partner conducting the Name Based Criminal Record Check. A confirmed declaration may not contain all criminal record convictions. A confirmed declaration does not constitute a Certified Criminal Record by the RCMP, which can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

Legible copies of the informed consent form are retained by the CPIC Agency in accordance with the provisions of relevant privacy legislation, CPIC Agency retention and disposal schedule, and Section 11 of the CCRTIS Dissemination of Criminal Record Information Policy.

For further information or clarification of the information above, please direct questions to your hiring manager or to BackCheck at privacy@backcheck.ca.