

# BACKGROUND CHECK PROGRAM QUESTIONS & ANSWERS FOR VOLUNTEERS

## HOW SECURE IS MY PERSONAL INFORMATION?

**The security of your personal information is very important to us.** Background checks are processed online using the most secure and current data encryption systems. Any paperwork containing sensitive information is kept in locked files in the parishes and schools.

## WHY DO YOU NEED MY SOCIAL SECURITY NUMBER? I AM WORRIED ABOUT IDENTITY THEFT.

Our background check vendor, Criminal Investigations Corporate Security (CICS), requires the social security number so that all previous addresses of an individual can be identified. In that way, a background check can be performed in all jurisdictions where an individual has lived.

## I WAS TOLD THAT I SHOULD NEVER GIVE OUT MY SOCIAL SECURITY NUMBER UNLESS I HAVE TO.

We are very concerned about the confidentiality of personal information due to the increase in identity theft. However, our concern for the safety of children and vulnerable adults in our care must take precedence. Our background check system is designed to take advantage of all available security measures for protecting your personal information. If you do not want to give out your social security number, you can choose to volunteer in another capacity that does not require a background check.

## WHAT TYPES OF VOLUNTEER ACTIVITIES REQUIRE A BACKGROUND CHECK?

We cannot provide an exact or exhaustive list because circumstances, ministries and parish programs change and evolve. The following list provides examples of the kinds of volunteer activities requiring background checks:

- Catechists in religious education programs
- Adult volunteers in youth ministry programs
- Eucharistic ministers who visit the homebound
- Stephen and Cabrini ministers
- Money counters
- An usher in sole control of the collection
- Vacation Bible school volunteers
- Parish nursery volunteers
- Volunteers working on any parish bookkeeping or fundraising activities

## WHAT ABOUT VOLUNTEERS IN THE SCHOOLS?

The same criteria apply to school volunteers. In addition, all non-parent volunteers in schools must successfully pass a criminal background check. The following list provides examples of the kinds of activities that require a background check for parent volunteers in Catholic schools:

- Coaches and assistant coaches
- Field trip drivers
- Volunteers in any before or after school programs
- Health/sick room volunteers
- Volunteers who supervise activities such as an after school chess club

For more information, contact the Archdiocese of Seattle Office of Human Resources:  
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