



**the society for creative anachronism, inc.**

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

### **Background Check Workflow**

- \*Blank background check forms are provided to Kingdom Seneschal for distribution from the Corporate Office.
- \*Kingdom Seneschals distribute blank forms to potential Kingdom Seneschal successors, Youth Ministers and Youth Marshals. These Youth Ministers and Youth Marshals will submit directly to Corporate Office.
- \*The Kingdom Seneschal notifies Corporate Office of approved names to begin Background Check process via email ([membership@sca.org](mailto:membership@sca.org)). Please note - All correspondence should include one's mundane name, as the corporate office cannot conduct business with SCA names, along with the specific Kingdom of residency.
- \*The Corporate Office places Kingdom Seneschal approved names on an EXCEL spreadsheet and waits for the return of the completed background check forms.
- \*The Corporate Office receives completed background check forms from members; these are delivered via mail, fax or email.
- \*The Corporate Office confirms the membership number & expiration date of the potential Kingdom Seneschal successor, Youth Minister and Youth Marshal.
- \*The Corporate Office confirms that the member has been approved for processing by their Kingdom Seneschal.
- \*If member submits forms before the Kingdom Seneschal approves the background check, forms will be kept in a locked cabinet awaiting authorization by the Kingdom Seneschal.

### **Once Approved by Kingdom Seneschal- Corporate Office will:**

- \*The Corporate Office will log in to IntelliCorp with secure password.
- \*The Corporate Office will enter data directly into IntelliCorp database to begin background check process.
- \*The Corporate Office will track the charge/expense of background check on spreadsheet sorted by Kingdom; no proprietary information is maintained on this spread sheet.
- \*The Corporate Office will receive a Pass or Fail notification directly from IntelliCorp; the only information received by the Corporate Office from IntelliCorp is a simple Pass/Fail notification.

- \* The Corporate Office will prepare a letter that details the outcome of the background check, i.e. Pass/Fail only, to member and send this letter via mail.
- \* The Corporate Office will update the Corporate membership database of the outcome (i.e. **Pass or Fail**); where there is a “pass”, the expiration date of background check will likewise be noted in the membership database.
- \* The Corporate Office will prepare invoice to Kingdom (the cost of this background check will be split 50/50 with the specific Kingdom) monthly.
- \* There will be a monthly email of the YTD results EXCEL spreadsheet to the Kingdom

Seneschals. **Not approved by Kingdom Seneschal – Corporate Office will:**

- \*Add member information to spreadsheet designated as Not Approved by Kingdom Seneschal; this spreadsheet will not contain any proprietary information (i.e. no Social Security Number, Driver’s License Number as well as any payment information if any); the only thing contained in this database is the name, the membership number and the Kingdom.
- \*The Corporate Office will Email approval EXCEL spreadsheet to specific Kingdom Seneschal to approve or remove pending people on a monthly basis; if no approval is received from the Kingdom Seneschal after 3 months, the forms will be returned to member with letter of explanation.

**Storage of Confidential Information: (This applies to all proprietary information kept in the Corporate Office)**

- \*All proprietary information (i.e. Social Security Number, Driver’s License Number as well as any payment information if any) on all forms is sanitized, i.e. blacked out.
- \*These sanitized submission documents and background check results are scanned.
- \*After scanning, paperwork is immediately shredded in house by the Corporate Vice President or her assistant.
- \*All handling of confidential information, including storage, scanning and shredding, is verified, controlled, and confirmed by the Vice President of Corporate Operations.
- \*The Corporate Office is a secure office (i.e. the door is not open for walk in services); when the Corporate Office is closed, the office is alarmed and monitored by a professional security company.