



vendor to the individual. The individual may appeal to the vendor that provided the report if he/she believes that information in the report is incorrect.

13. When a decision for disqualification has been made, the District will send a notice of that decision to the individual.
14. In the unusual situation where the national background check reveals that further search is necessary at the local courthouse level, this will be communicated to the club and a discussion held with the authorized club officer of the options and merits of obtaining the necessary information.
15. Should additional information be required, the District will have the option as to how the information should be obtained.
16. The District will maintain a record of all background checks related to an individual in a secure file. The record will include the individual's Waiver/Consent/Release, all reports of background checks performed, and the type of information that was reported to the club, as well as the date on which it was reported.
17. The District will retain the record of a background check in a secure file for ten (10) years.
18. Except for the Youth Volunteer Affidavit and notes from the personal reference checks, no other personal information will be seen, copied, or retained by Rotarians in the local Rotary Club or the District.
19. Any questions or comments about the District's Student Protection Policy, its Criminal Background Check Policy, or this Criminal Background Check Process should be addressed to the District 5010 Youth Exchange Chair or the Alaska-Yukon Chair.

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