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**Georgia Crime Information Center Reference Materials  
Non-Criminal Justice**

**Applicant Privacy Rights Notification Policy**

**Subject:**

Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

**Effective Date:** 01/17/2019

**Revised Date:** 10/18/2021

**Notification:**

Pataula Charter Academy, Inc. employs/licenses certified and classified staff and as a part of the process conducts fingerprint based background checks through the Georgia Crime Information Center. Prior to fingerprinting, each individual must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. Pataula Charter Academy, Inc. provides the applicant with the privacy rights via:

- GAPS registration in which the applicant is responsible for registering

**Record Challenge/Correction:**

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record they will be given 30 days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website. The applicants will be given a copy of the criminal history record upon request.

**Appeal Process:**

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check. The procedures for the appeal process are as follows:

Applicant must submit a written request to the Chair of the Governing Board for an appeal. This appeal, if approved for presentation at the next board meeting, will be discussed in open session and criminal history records can only be disclosed by the applicant. The governing board will vote on and be the deciding factor of the appeal.