Why do we need your personal information?

- The University System of Georgia (USG), and therefore the University of Georgia (UGA) requires background investigations for all volunteers in “positions of trust”: see the full Policy Statement.
- UGA contracts with D.S.I. (HR TruCheck) in Stockbridge, GA to conduct all background investigations and motor vehicle record (MVR) checks. DSI is one of the world’s leading firms specializing in this process.
- In order to pass an MVR check you must have a valid unrestricted driver’s license without provisions. In Georgia, this is called a Class C license.
- DSI requires specific identifying data for their checks and will not conduct any type of background investigation without this unique information. This data includes your full name (as it appears on your driver’s license), social security number, date of birth, physical address, driver’s license number, and driver’s license expiration date.
- We understand the importance of protecting your personal information and will only use your information for the purpose for which it was collected and stated on your background application.

What happens to your personal information after it is submitted to your County Extension Agent?

- Your County Extension Agent (or designee) emails your volunteer application as an attachment to the College of Agriculture & Environmental Sciences’ (CAES) Ag Business Office in Athens.
- Your attached application is temporarily saved in a folder on the office’s secured offsite drive. This folder is deleted after one month. Your application is NOT saved on a desktop computer or printed.
- A screened and qualified Ag Business Office employee then types your information into iPAWS (UGA’s online “Integrated Position, Applicant, and Workforce System”) and attaches your digital application.
- After your information is entered into iPAWS, UGA HR electronically submits our request to DSI. iPAWS is automatically linked to DSI.
- Once your background investigation and/or MVR check is approved, your County Extension Agent receives an “All Approvals Obtained” email from UGA HR via the Ag Business Office.

Thank you so much for your patience with these thorough procedures and please feel free to contact us directly with any questions or concerns at 706-542-2373 or caeso.hr@uga.edu.

*NOTE: UGA Human Resources (HR) has periodically asked DSI for flexibility in the amount of personal information required (e.g. using only the last four digits of your S.S. #) but the company has remained firm on their requirements. Also, your electronic information is either under supervision or secured in a locked or restricted area at all times. In addition, secure passwords are used on all computers.

The University of Georgia’s College of Agricultural & Environmental Sciences Business Office, June, 2015