

Dear Volunteer,

Last year, the Diocese and parishes instituted a program to rescreen all clergy, employees and volunteers at five year intervals. With this initiative the Diocese and parishes are underscoring the on-going commitment to protect the vulnerable populations we serve, particularly children and young people. During Phase One, which began last year, all priests, deacons and employees were rescreened.

Phase Two is now being implemented. In Phase Two all active volunteers who were background screened prior to 2012 will be rescreened. In order to conduct this rescreening it is necessary to have on file the enclosed consent form. Please complete the form and return it to _____.

Two frequently asked questions regarding the background screening process are as follows:

1. Why do I need to provide a social security number?
2. What happens to my completed forms after the process is completed?

1. For an accurate background screen to be performed it is necessary to provide your social security number and date of birth. Automated Data Processing (ADP) is the contracted entity that performs the background screen. ADP maintains an excellent reputation for providing extremely tight security platforms for all their data entry systems. One of the security features ADP utilizes is the Penetration Testing Team, a team of dedicated forensic experts who monitor 24/7 all systems in order to be aware of any potential vulnerabilities. I have had the opportunity to visit this site and can vouch for the level of security in place. For more information regarding ADP's security systems and how you can keep your personal data safe, please visit ADP.com Trust Center.

2. Each parish has a person trained to enter data into the ADP network. When a social security number is entered into ADP, the first five digits are immediately truncated in order to secure the individual's identity. Once all the data is entered, all completed forms are maintained in a locked file in the rectory or other secure area on the parish campus.

Thank you for your cooperation in this important rescreening program and for all you do to keep children safe.

Sincerely,

Mary McMahon, LCSW

Office for the Protection of Children/Young People

Diocese of Rockville Centre