

The Background Screening Credentialing Council (BSCC) volunteer members drafted the accreditation tip for Clause 6.11 of the BSAAP Standard, version 2.0, effective April 6, 2018. This tip does not constitute a legal opinion of the BSCC.

TITLE: Clause 6.11 – Worker Confidentiality, Legal, and Compliance Training

CRA shall provide training to all workers on confidentiality, security and legal compliance practices of the CRA.

A **Non-Conformity** sometimes identified for this clause is the absence of training for all CRA workers, whether full or part-time, direct employees or contingent workers. Providing training to only full-time workers and direct employees does not meet the requirements of this clause. Training must include all workers, including part time and contingent workers.

The Audit Criteria for Clause 6.11 provides:

CRA must provide initial and annual training to CRA workers regarding confidentiality, security, and legal compliance practices by using one or more methods which include but are not limited to: 1) written material, 2) online training, 3) training classes/webinars, 4) one-on-one training sessions, and/or 5) on-the-job training. CRA must retain records of such training. Auditor will seek evidence of adherence to policies and procedures.