

Background Checks

AUP – page 8: ENPOINTE policy is to perform background checks on all new employees and contractors. ENPOINTE also reserves the right to perform additional background checks as needed in the course of ENPOINTE business.

Our standard practice is to require background checks no less frequent than every five years.

AUP (temps) page 7: ENPOINTE policy is to perform background checks on all of the following staff members:

- Employees
- Contractors
- Temp staff with access to high-value assets
- Temp staff with access to the GLS corporate network
- Temp staff with access to Protected Health Information (PHI) data or materials
- Temp staff with access to Sensitive Personally Identifiable Sensitive data or materials.

ENPOINTE also reserves the right to perform additional background checks as needed in the course of ENPOINTE business.

Retention Policy

ENPOINTE will retain background checks for all current employees. Terminated employee ENPOINTE will retain the background one year from the date employment ends.

On applicants where background checks were run but applicants were not hired ENPOINTE will keep background checks for 2 years.

On temporary employees where background checks are run, ENPOINTE will keep background checks for 1 year from the last day the temporary employee worked at ENPOINTE.

Note: Assurehire keeps our background check reports up to 7 years.