

# COLLECTION, USE, DISCLOSURE, AND PROTECTION OF INDIVIDUAL'S SOCIAL SECURITY NUMBERS (IDENTITY PROTECTION POLICY)

## TFML Policy No. 24

The purpose of this policy is to protect social security numbers from unauthorized disclosure. The Thomas Ford Memorial Library complies with the provisions of the Identity Protection Act (5ILCS 179/1 *et seq.*) concerning the collection, maintenance, and use of social security numbers or other personally identifiable information.

### **24.1 Prohibited Activities**

#### **24.11 Library Employees and Officers**

No employee or officer of the Library shall perform or be party to the performance of any of the following:

1. Publicly posting or displaying an individual's social security number in any manner. "Publicly posting" or "publicly displaying" means to intentionally communicate or make available an individual's social security number
2. Printing an individual's social security number on any card required for the individual to access Library products or services
3. Encoding or embedding a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the social security number as required by this Policy
4. Requiring an individual to transmit his or her social security number over the Internet to access an Internet website
5. Printing an individual's social security number on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery unless State or federal law requires the social security number on the mailed document
6. Collecting, using, or disclosing an individual's social security number unless: (a) required to do so under State or federal law, rules or regulations; (b) it is necessary for the performance of that Library officer's or employee's performance of duties and responsibilities; (c) the need and purpose for an individual's social security number is documented before its collection; and (d) the social security number collected is relevant to the documented need and purpose
7. Using an individual's social security number for any purpose other than that for which it was collected

#### **24.12 Exceptions**

The prohibitions listed in Section 24.11 above do not apply under the following circumstances:

24.121 Any material mailed in connection with the administration of the Unemployment Insurance Act, any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of an individual's social security number. A social security number that may be permissibly mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or that may be visible through an envelope without having been opened.

24.122 The disclosure of an individual's social security number to agents, employees, contractors, or subcontractors of the Library, or disclosure to another governmental entity or its agents, employees, contractors, or subcontractors, if disclosure is necessary in order for the Library to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Library must first receive a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy of the Library, to protect an individual's social security number, will be achieved.

24.123 The disclosure of an individual's social security number pursuant to a court order, warrant or subpoena

24.124 The collection, use, or disclosure of an individual's social security number in order to ensure the safety of Library employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or using the Library facility

24.125 The collection, use, or disclosure of an individual's social security number for internal verification or administrative purposes

24.126 The collection, use, or disclosure of an individual's social security number to investigate or prevent fraud, conduct background checks, collect a debt, obtain a credit report from a consumer reporting agency under the Fair Credit Reporting Act, undertake any permissible purpose enumerated under the federal Gramm Leach Bliley Act, or locate a missing person who is due a benefit, such as a pension or unclaimed property benefit.

## **24.2 Public Inspection and Copying of Documents**

24.21 All officers and employees of the Library must comply with the provisions of any other State law with respect to allowing public inspection and copying of information or documents containing all or any portion of an individual's social security number

24.22 All officers and employees of the Library *must redact* social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt

from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as “private information, “ as defined by 5 ILCS 140/2(c-5).

### **24.3 Compliance with State and Federal Laws**

24.31 This Policy does not apply to the collection, use or disclosure of an individual’s social security number as required by State or federal law, rule, or regulation.

24.32 This policy does not apply to documents that are required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

24.33 If a federal law takes effect requiring any federal agency to establish a unique patient health identifier program, the Library’s compliance with said program shall not be deemed a violation of this Policy or the Act.

24.34 This Policy does not supersede any more restrictive law, rule, or regulation concerning the collection, use, or disclosure of an individual’s social security number.

### **24.4 Identity-Protection Requirements**

24.41 All officers and employees of the Library identified as having access to social security numbers in the course of performing their duties, shall receive training concerning the protection of the confidentiality of social security numbers. Said training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

24.42 Only officers and employees of the Library who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

24.43 Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

24.44 When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Library is collecting and using the social security number shall be provided.

24.45 The Library Administrator shall make sure that all officers and employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each officer and employee. If the Library amends this Policy, then the Library Administrator shall advise all officers and employees of the

Library of the existence of the amended Policy, and shall make a copy of the amended Policy available to each officer and employee of the Library.

24.46 The Library shall make this Policy available to any member of the public, upon request.

#### **24.5 Violation**

24.51 Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in Sections 2.A. and 2.B. of this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor and will be subject to any disciplinary action the Library Director and Board deem appropriate, including immediate termination of employment.

Approved: February 22, 2011  
Reviewed and Revised: October 28, 2014