

Employee Identity Protection

Section A - Introduction

The collection, storage, use, and disclosure of employee social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized or reasonably required by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized use or disclosure.

Section B - Identity Protection Act Compliance

The Superintendent or his/her designee(s) is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained or instructed to protect the confidentiality of employee social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the time of destruction of the information.
2. Only employees who are required by their job responsibilities to use or handle information or documents that contain employee social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee and to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an employee's social security number unless specifically authorized by the Superintendent or his/her designee.

Approved: July 11, 2011