

# **NOTICE TO ALL INDIVIDUALS REGARDING SOCIAL SECURITY NUMBERS**

**F.S. 119.071(5)**

**An agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is:**

- ✓ Specifically authorized by law to do so; or
- ✓ Imperative for the performance of that agency's duties and responsibilities as prescribed by law.
- ✓ Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.

## **COLLECTION**

Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties. The District shall collect the social security number of individuals for the following reasons:

Identification and verification;

Benefit processing;

Data collection;

Tax reporting

Criminal background checks.

The District may also use the social security number for search purposes.

Commercial entities (The commercial entity must state the reason for requesting the social security numbers.)