

Identity Protection Policy
Board of Trustees Approved: June 18, 2012

- I. Forest Park Public Library shall protect social security numbers from unauthorized disclosure in compliance with the Identity Protection Act (5 ILCS 179/1 *et seq.*).
- II. Requirements
- A. All employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of those numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of its collection through its destruction. The Library Director shall make sure that all employees of the Library are aware of the existence of this Policy and shall make a copy of it available to all employees. If this Policy is amended, the Director shall advise all employees of the amended Policy and make a copy of it available to all employees.
- B. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- C. 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.
- D. When collecting a social security number, a statement of the purpose(s) for which the social security number is being collected and used shall be provided.

III. Prohibited Activities

No employee may do any of the following:

- A. Publicly post or display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's social security number on any form required for the individual to access products or services.
- C. Encode or embed an individual's 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 lieu of removing the social security number as required by the Identity Protection Act.
- D. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print 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 to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security

number that may permissibly be 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 be visible on an envelope without the envelope having been opened.

- F. Collect, use, or disclose a social security number from an individual, unless:
 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that employee's duties and responsibilities;
 2. The need and purpose for the social security number is documented before it is collected; and
 3. The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use his or her social security number to access an Internet website.
- H. Use the social security number for any purpose other than the purpose for which it was collected.

IV. Exempted Circumstances

The prohibitions in Section II above do not apply in the following circumstances:

- A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena;
- B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees, and all persons working in or visiting a Library facility;
- C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes;
- D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit;
- E. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number shall be achieved.

V. Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees shall comply with the provisions of any other state law that allows the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. 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).

VI. Public Availability

A copy of this policy shall be made available to the public upon request. In addition, a written copy of this Policy, and any amendments thereto, shall be filed with the Library District Board within thirty (30) days after approval of this Policy or any amendments thereto.

VII. Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. 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.

VIII. Violation

Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in the Section entitled “Prohibited Activities”) shall, pursuant to the Act, be guilty of a Class B misdemeanor.

IX. More Restrictive Rules

This Policy does not supersede any more restrictive law, rule or regulation regarding the collection, use or disclosure of social security numbers.

