

Identity Protection Act Policy*Effective Date: 03/12**Reviewed and Revised: 10/22, 10/25***Page 1 of 4***Management Policies*

Policy

The Ela Area Public Library District adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1, et seq (the “Act”).

The Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers (“SSNs”) that agencies collect, maintain, and use.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide the Library with their SSN, the Library will provide that individual with a statement of the purpose or purposes (“Statement of Purpose”) for which the Library is collecting and using their SSN. The Library shall also provide the Statement of Purpose upon request. The Library’s Statement of Purpose is attached to this Policy.

A. The Library will not:

1. Publicly post or publicly 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.
2. Print an individual’s Social Security number on any card required for the individual to access products or services provided by the individual or the Library.
3. Require an individual to transmit their Social Security number over the internet, unless the connection is secure or the Social Security number is encrypted.
4. Print an individual’s Social Security number on any materials that are mailed to the individual, through (i) the U.S. Postal Service, (ii) any private mail service, (iii) electronic mail, or (iv) any similar method of delivery, unless State or Federal law requires the Social Security number to be on the document to be mailed.

B. In addition, the Library will not:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or Federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Library’s duties or responsibilities; (ii) the need and purpose for the SSN is documented before it is collected; and (iii) the SSN collected is relevant to the documented need and purpose.

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2. Require an individual to use their SSN to access an internet website.
3. Use any SSN for any purpose other than the purpose for which it was collected.

The prohibitions in Section (B) do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of the Library or disclosure by the Library 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 Library 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 the Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: Library employees and all persons working in or visiting the Library.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The collection, or use of SSNs to investigate or prevent fraud, to conduct background checks, or to collect a debt.

Requirement to Redact Social Security Numbers

The Library will comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSNs, including the Freedom of Information Act.

The Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes it easily redacted if required to be released as part of a public records request.

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Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs. Training will include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information.

**STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS
ELA AREA PUBLIC LIBRARY DISTRICT**

The Identity Protection Act, 5 ILCS 179/1, et seq., requires each unit of local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This statement of purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Payroll and tax-related purposes
- Complaint mediation or investigation
- Crime victim compensation
- Vendor services, such as executing contracts and/or billing
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services

What does the Library do with your Social Security Number?

We will only use your SSN for the purpose(s) for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services

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- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions about this Statement of Purpose can be sent to:

Ela Area Public Library District
Attn: Executive Director
275 Mohawk Trail
Lake Zurich, IL 60047