

Identity Protection Act Policy

Effective Date: 03/12

Reviewed and Revised Date: 9/19

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Policy No. 2.15

Policy

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the “Act”), which requires all local government agencies to draft and approve an identity-protection policy.

In Conformance with the provisions of said Act:

1. All employees who have access to social security numbers in the course performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instruction on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers may access such information or documents.
3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used. (See attached)
5. A written copy of this policy shall be filed with and maintained on file by the Board of Trustees of the Ela Area Public Library District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Trustees of the Ela Area Public Library District and a copy of the amended policy shall be made available to the Library employees.

Violation of the provisions of the policy by employees of the Ela Area Public Library District shall be grounds for discipline up to and including dismissal.

I have read and understand the Ela Area Public Library District Identity-Protection Policy.

Employee Name: _____

Signature: _____

Date: _____

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

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the Ela Area Public Library District (“Library”) require the Library to provide an individual with a statement of the purpose or purposes for which the Library is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the Library with his or her SSN or if an individual requests it. 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 are we collecting your Social Security number?

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

What will we do with your Social Security number?

We will only use your SSN for the purpose 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;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- 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. State and Federal law dictates that 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. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

If you have questions or complaints about this Statement of Purpose submit them to:

ELA AREA PUBLIC LIBRARY DISTRICT:

Matt Womack

Executive Director

Ela Area Public Library District

275 Mohawk Trail

Lake Zurich IL 60047

v.847-438-3433 f.847-438-9290