

#17-92
MARSHALL COUNTY
IDENTITY PROTECTION POLICY

General

The following policy governs the protection and disclosure of Social Security numbers consistent with the requirements of the Identity Protection Act (5 ILCS 179/1 et seq.). This policy is applicable to all Agency employees.

Requirements

Except as otherwise provided, no Agency employee may do the following:

1. Publicly post or publicly display in any manner an individual's Social Security number;
2. Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity;
3. 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;
4. 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 mailed. Notwithstanding any provision set in section four (4) to the contrary, Social Security numbers may be included in application and forms sent by the mail, including, but not limited to the following:
 - a. Any material mailed in connection with the administration of the Unemployment Insurance Act;
 - b. Any material mailed in connection with any tax administered by the Department of Revenue; and
 - c. Any 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.
5. Collect, use or disclose a Social Security number from an individual, unless:
 - a. Required to do so under State or Federal Law, rules, or regulations, or collection, use or disclosure of the Social Security number is otherwise necessary for the performance of the Agency's duties and responsibilities;
 - b. The need and purpose for the Social Security number is documented before the collection of the Social Security number; and
 - c. The Social Security number collected is relevant to the documented need and purpose.
6. Require an individual to use his or her Social Security to access an internet website; and
7. Embed or encode a 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 place of removing the Social Security number as required by the Identity Protection Act.

Exceptions

The protection and disclosure of Social Security numbers do not apply in the following circumstances:

1. 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 Agency 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 Identify Protection Act will be achieved;
2. The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena;
3. The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes;
4. The disclosure of Social Security numbers by the Agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud; and
5. 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, 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.

Agency Implementation

Social Security numbers will be requested from all employees in order to comply with the requirement of the Internal Revenue Service to supply them with the name, address, and Social Security number of every employee. The Agency is required to report income along with Social Security numbers for all employees to whom compensation is paid, and each employee will be required to provide his or her Social Security number for payroll, reporting and benefit purposes. Individuals who are affiliates or vendors will be required to provide a Social Security number or Tax Identification Number for mandated tax reporting purposes.

It is directed that only employees who are required to use or handle information or documents that contain Social Security numbers will have access to such information or documents.

The Agency will train those employees having access to Social Security numbers in the course of performing their duties with respect to the requirements of this policy. Training will include instructions on proper handling of information and documents that contains Social Security numbers from the time of collection through the destruction of the information or documents.

Training those employees having access to Social Security numbers in the course of performing their duties with the respect to this policy will occur within twelve (12) months of the approval of this policy and when any one of the following events take place:

1. When an employee is newly authorized to handle documents and information containing Social Security numbers, or have access to such documents or information;
2. A breach of data occurs whereby the information or documents containing Social Security numbers is acquired in an unauthorized manner;

3. A change in State or Federal law takes place which requires additional training; or
4. The Agency requires additional training or on-going training to occur.

Social Security numbers, when requested from an individual, will be placed in a manner that makes the Social Security number easily redacted if required to be released as part of a public record request.

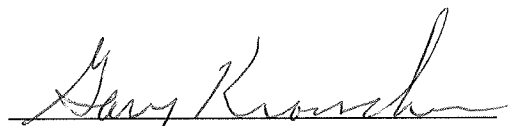
It is also required that, when collecting a Social Security number or upon request by the individual, a statement of the purpose or purposes for which the Agency is collecting and using the Social Security number be provided.

Violation

A violation of the identity protection policy may result in disciplinary action up to and including discharge. Any person who intentionally violates the prohibitions in section 10 of the Identity Protection Act is guilty of a Class B misdemeanor.

Passed by the County Board of Marshall County, Illinois, this 14th day of December 2017.

Attest: 
County Clerk


Chairman