

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

IDENTITY PROTECTION

The Oak Lawn Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy, to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Social Security Number Protection

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the Library.
3. Require an individual to transmit a SSN over the internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, private mail service, electronic mail, or similar method of delivery, unless the State or federal law requires the SSN to be on the document to be mailed. SSNs 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 in connection with any tax administered by the Dept. of Revenue, and document 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 SSN. A SSN that is permissibly mailed will require an envelope and cannot be visible on an envelope without the envelope having been opened.

In addition: the Library shall not:

1. Collect, use, or disclose a SSN from an individual unless:
 - A. 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 and responsibilities;
 - B. The need and purpose for the SSN is documented before collection of the SSN; and
 - C. The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his/her SSN to access an Internet website;
3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Oak Lawn Library shall 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 SSN. The Library shall redact SSN's 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 the SSN easily redacted if required to be released as part of a public records request.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Adopted: 05/17/11

Revised: 04/16/13