

Dunlap Public Library District Identity Protection Policy

Adopted 26 January 2015
Last Reviewed 27 September 2021

This Policy is adopted by the Board of Trustees of the Dunlap Public Library District pursuant to and in compliance with the Identity Protection Act (5 ILCS 179/1 et seq.) and shall be in effect from and after the date of its adoption as follows:

A. The Dunlap Public Library District [including in this designation its District officers or employees, members, or employees or representatives of either the District or the Library] will not:

- (1) Publicly post or publicly display in any manner an individual's social security number. For purposes of this policy, "publicly post or display" means to disseminate intentionally a social security number 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 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 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 [820 ILCS 405/100 et seq.], 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 which would be visible on an envelope without the envelope having been opened.

B. Except as otherwise permitted by the Identity Protection Act effective, no District officer or employee, member or employee or any representative of either the District or the Library shall do any of the following:

- (1) Collect, use, or disclose a social security number 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 social security number is otherwise necessary for the performance of the District's or Library's duties and responsibilities; (ii) the need and

purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.

(2) Require an individual to use his or her social security number to access an Internet website.

(3) Use the social security number for any purpose other than the purpose for which it was collected.

C. The foregoing notwithstanding, it shall not be a violation of this policy and the foregoing prohibitions will 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 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 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 in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

(4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

(5) If required by other applicable law or regulation, the disclosure of social security numbers 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.

(6) 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 [15 U.S.C. 1681 et seq.], to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act [Public Law 106-102, 106th Congress], 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.

D. This policy shall not prevent the disclosure to the public of information or documents which contain social security numbers and which would otherwise be subject to disclosure but for the inclusion of social security numbers, provided that social security numbers shall be redacted from any such information or documents prior to disclosure.

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

F. There shall be no encoding or embedding of social security numbers in or on any card or document using a bar code, chip, magnetic strip, RFID technology, or other technology in place of removing a social security number as required by the Identity Protection Act.

G. All persons [including in this designation District officers or employees, members, or employees or representatives of either the District or the Library] who have access to social security numbers in the course of performing their duties for the District or the Library are to receive training regarding this policy and the protection of the confidentiality of social security numbers. Such training will include the proper handling of information which contains social security numbers from the time of collection through the destruction of the information.

H. Only those persons [including in this designation District officers or employees, members, or employees or representatives of either the District or the Library] who are required to use or handle information or documents which contain social security numbers shall have access to such information or documents.

I. Social security numbers which are properly requested from an individual will be collected to the extent administratively practicable in a manner such that they may be easily redacted if disclosure of the document or information containing the social security number is required.

J. Whenever a social security number is collected from an individual by the District or the Library, or upon request of the individual, the individual will be informed of the purpose or purposes for which the social security number is being requested.

K. This policy does not supersede or replace any more restrictive law, regulation, or rule which may be applicable to the collection, use and disclosure of social security numbers.

L. A copy of this policy will be posted at the Library and all officers, members, employees, and representatives of the District and the Library will be provided with a copy of this policy. Any person who violates this policy will be subject to disciplinary action up to and including dismissal from the Library.