



Identity Protection Policy

The Aurora Public Library District adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5, ILCS, 179/1 et seq. which requires units of local government to approve and implement such a policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) which the library might need to collect, maintain and use.

Social Security Number Protection

The library does not usually collect Social Security Numbers. However, if an individual is asked to provide the library with a SSN, the library shall provide the individual with a statement of the purpose for which the library is collecting and using the SSN. The library shall also provide the statement of purpose upon request. The statement of purpose is attached as Exhibit A.

The library shall not collect, use or disclose a SSN from an individual unless:

- Required to do so under state or federal law, rules or regulations;
- The collection, use, or disclosure of the SSN is otherwise necessary for the performance of the library's duties and responsibilities;
- The need and purpose for the SSN is documented before collection of the SSN; and
- The SSN collected is relevant to the documented need and purpose.

Further, the library shall not require an individual to use his or her SSN to access an internet website or use the SSN for any purpose other than the purpose for which it was collected.

In addition, the library shall not:

- Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
- Require an individual to transmit a SSN over the internet, unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any material that is mailed to the individual, through the U. S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless 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 mailed in connection with a 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 SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailed that does not require an envelope or be visible on an envelope without the envelope having been opened.

Requirement to Redact Social Security Numbers

The 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 SSNs from the information or document 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. "Redact" means to alter or truncate data so that no more than five sequential digits for an SSN are accessible as part of personal information.

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.

EXHIBIT A

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1 et seq., requires the library to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which it 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:

- 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;
- Other _____

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;
- We will not publicly post or publicly display your SSN;
- We will not print your SSN on any card required for you to access our services;
- We will not require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted;
- We will not print your SSN on any materials that are mailed to you, unless state or federal law requires your SSN to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.