

**IDENTITY PROTECTION**

The superintendent will identify the approved purposes for collecting Social Security Numbers, including: employment matters such as income reporting to the IRS and the Illinois Department of Revenue, tax withholding, FICA, Medicare, and filing insurance claims. In addition, the superintendent will identify a method for documenting the need and purpose for Social Security Number collection before doing so.

The Assistant Superintendent of Finance and Operations shall verify enrollment in various benefit programs such as medical benefits, health insurance claims, and veterans’ programs.

Social Security numbers may be disclosed in accordance with law: disclosing Social Security Numbers to another governmental agency as necessary for it to perform its duties and responsibilities; court orders, or a warrant or subpoena; and in the investigation or prevention of fraud, to conduct background checks, collect a debt, or obtain a credit report as necessary for specific fiduciary positions.

All employees shall be informed of the District’s efforts to protect the privacy of Social Security Numbers (4:15-E1). All employees who have access to Social Security Numbers need to be trained to protect the confidentiality of the numbers, including redaction of every Social Security Number prior to release of records responsive to a FOIA request or before allowing public inspection or copying of records.

LEGAL REF: 5 ILCS 179/, Identity Protection Act.

CROSS REF: 5:125 (Personal Technology and Social Media; Usage and Conduct), 4:15 (Identity Protection), 4:15-E1 (Letter to Employees Regarding Protecting Privacy of Social Security Numbers), 4:15-E2 (Statement of Purpose for Collecting Social Security Numbers), 5:150 (Personnel Records), 7:340 (Student Records)

REGULATION	
Adopted	4/15/13
Revised:	5/24/2021
Reviewed:	4/18/16, 5/20/19



Board of Education, Glen Ellyn, Illinois