

**TITLE 2  
ADMINISTRATION**

**CHAPTER 11  
ARTICLE B  
PRIVACY AND DISCLOSURE OF PRIVATE INFORMATION**

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**2-11B-1. DEFINITIONS.**

"Person" means any individual in the employ of Palos Township.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public. (Ord. 2010-04, 06-30-2010)

**2-11B-2. PROHIBITED ACTIVITIES.**

- A. No officer or employee of the Township shall do any of the following:
  - 1. Publicly post or publicly display in any manner any 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 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, 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 be visible on an envelope without the envelope having been opened.
- B. Except as otherwise provided in this policy, beginning July 1, 2010, no officer or employee of the Township shall do any of the following:
1. 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 the collection, use or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
    - b. the need and purpose for the social security number is documented before collection of the social security number; and
    - c. 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 prohibitions in 2-11B-2(B) do not apply in the following circumstances:

1. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of Palos Township or disclosure 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 officer or employee of the Township 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 Policy of the Township 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 the following persons: Township 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 Township facility.
  4. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
  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, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley 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.
- D. Any standards of the Township for the collection, use, or disclosure of social security numbers that are stricter than the standards under this policy with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this policy, the stricter standards adopted by the Township shall control. (Ord. 2010-04, 06-30-2010)

**2-11B-3. PUBLIC INSPECTION AND COPY OF DOCUMENTS.**

Notwithstanding any other provision of this policy to the contrary, all officers and employees of the Township must 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 social security number. All officers and employees of the Township must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents. (Ord. 2010-04, 06-30-2010)

**2-11B-4. APPLICABILITY.**

- A. This policy does not apply to the collection, use, or disclosure of social security number as required by state or federal law, rule, or regulation.
- B. This policy does not apply to documents that are required to be opened to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. (Ord. 2010-04, 06-30-2010)

**2-11B-5. COMPLIANCE WITH FEDERAL LAW.**

If federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Township shall follow that law. (Ord. 2010-04, 06-30-2010)

**2-11B-6. EMBEDDED SOCIAL SECURITY NUMBERS.**

Beginning December 31, 2009, no officer or employee of the "Township" may encode or embed 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 this policy. (Ord. 2010-04, 06-30-2010)

**2-11B-7. IDENTITY PROTECTION REQUIREMENTS.**

- A. All officers, employees and agents of the "Township" identified as having *access to social security numbers in the course of performing their duties* to be trained to protect the confidentiality of social security numbers Training shall *include instructions* on the proper handling of information that contains social security numbers from the time of collection through the destruction of information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.
- C. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of public records request.
- D. When collecting a social security number or upon request *by the* individual, a statement of the purpose or purposes for which the Township is collecting and using the social security number be provided.
- E. A written copy of this privacy policy and any amendment thereto, shall be filed with the Township Clerk within 30 days after approval of this policy or any amendment thereto.

F. Palos Township shall advise its employees of the existence of the policy and make a copy of the policy available to each employee, and shall also make this privacy policy available to any member of the public, upon request. If the Township amends this privacy policy, then the Township shall also advise its employees of the existence of the amended policy and make a copy of the amended policy available to each employee (Ord. 2010-04, 06-30-2010)

**2-11B-8. VIOLATION.**

Any person who intentionally violates the prohibitions in Section 10 of the identity Protection Act is guilty of Class B misdemeanor. (Ord. 2010-04, 06-30-2010)

**2-11B-9. SUPERSEDER.**

This policy does not supersede any more restrictive law, rule, or regulation. (Ord. 2010-04, 06-30-2010)