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1.17 Identity Protection

The Identity Protection Act (5 ILCS 179/1) requires units of local government to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSN) that agencies collect, maintain, and use. It is important to safeguard SSNs against unauthorized access as they can be used to facilitate identity theft. Whenever an individual is asked to provide the Library with a SSN, the Library shall provide a statement of purpose for which it is collecting and using the SSN. The statement will also be provided upon request.

Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act (5 ILCS 179/1) requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided because an individual has been asked by the Fox River Grove Public Library District to provide their SSN or because they requested a copy of this statement.

Why does the Fox River Grove Public Library District collect a Social Security Number (SSN)?

- 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, including employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
- Other reasons that must be specified at the time

What does the Fox River Grove Public Library District do with Social Security Numbers (SSNs)?

- The Library uses SSNs only for the purpose(s) for which they were collected.
- The Library will not do any of the following:
 - sell, lease, loan, trade, or rent a SSN to a third party for any purpose;
 - publicly post or publicly display a SSN;
 - print a SSN on any card required to access Library services;
 - require anyone to transmit their SSN over the internet, unless the connection is secure or the SSN is encrypted; or



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- print a SSN on any materials that are mailed, unless State or Federal law requires the number be on the documents mailed.

Social Security Number Protections Pursuant to Law

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, or 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.

The Library will not require an individual to use their SSN to access any websites or online content. The Library will not use any SSN for any purpose other than that for which it was collected.

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 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 to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs. Training will include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information.

These prohibitions do not apply in the following circumstances:

- the disclosure of SSNs 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 SSN will be achieved;
- the disclosure of SSNs pursuant to a court order, warrant, or subpoena;



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- the collection, use, or disclosure of SSNs 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;
- the collection, use, or disclosure of SSNs for internal verification or administrative purposes;
- the disclosure of SSNs by a State agency to any entity 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; or
- the collection or use of SSNs 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.