

**(School District)
Board of Education
Social Security Confidentiality Policy**

This policy and accompanying administrative rules originate from the Michigan Social Security Number Privacy Act, which took effect March 1, 2005. **The statute mandates that by January 1, 2006, all schools that obtain social security numbers of staff or students shall create a privacy policy to ensure the confidentiality of those numbers.**

This policy and rules are recommended in order to ensure that districts are in compliance with the new Michigan Social Security Number Privacy Act. The rules are a compilation of procedures recommended for protecting social security number confidentiality. The sources of the recommendations include the Michigan Attorney General, the Identity Theft Resource Center, the California Department of Consumer Affairs, and the Social Security Administration.

Those who violate the Social Security Number Privacy Act may face both criminal and civil liability. Punishment may include jail time, up to a \$1,000 fine, and accountability for civil damages.

Board Approved:

Date: _____

Legal Reference:

Recommended by the Michigan Attorney General. California has passed a law very similar to the Michigan Social Security Number Privacy Act. California Civil Code 1798.85-86. Therefore, its recommendations follow closely to Michigan law.

(School District)

Social Security Confidentiality Procedures

Social Security Number Confidentiality

Pursuant to both state and federal law, it is the policy of this School District to protect the confidentiality of social security numbers. No person shall knowingly disclose, transfer or unlawfully use the social security number of any employee, student, or other individual. The (School District) Board of Education or their designee shall establish rules and regulations to implement this policy.

The (School District) Board of Education or their designee shall ensure that:

1. The confidentiality of social security numbers is maintained to the extent practicable;
2. The unlawful disclosure of social security numbers is prohibited;
3. Access to information or documents containing social security numbers is limited; and
4. Documents containing social security numbers are disposed of properly.

This policy and its rules shall be published in the appropriate handbooks, manuals, and other similar documents. The published document(s) may also be made available electronically.

Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

Responsibility

It is the responsibility of the (School District) Board of Education, Superintendent, Directors, and authorizing employees not to intentionally do any of the following:

- Shall not publicly display all or more than four (4) sequential digits of the social security number.
- Shall not visibly print all or more than four sequential digits of the social security number as the primary account number for an individual.
- Shall not visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, or permit or license.
- Shall not require an individual to use or transmit all or more than four sequential digits of his or her social security number over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.
- Shall not include all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulations from outside of the envelope or packaging.

It is not a violation of this act to use all or more than four sequential digits of a social security number in the following acceptable business practices:

- Meeting the request of law enforcement agencies, courts, or prosecutor's as part of a criminal investigation or prosecution, or providing all or more than four sequential digits of a social security numbers of employees or students.

- An administrative use of all or more than four sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:
 - Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transactions, product, services, or employment.
 - Investigate an individual's claim, credit, criminal, or driving history.
 - Detect, prevent, or deter identity theft or another crime.
 - Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
 - Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.
 - Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

(School District) shall publish this privacy policy in an employee handbook, or in one or more similar documents, of which may be made available electronically.

Exemption from disclosure

All or more than four sequential digits of a social security number contained in a public record are exempt from disclosure under the freedom of information act, 1976, PA 442, MCL 15.231 to 15.246 pursuant to section 13 (1)(d) of the freedom of information act, 1976 PA 442, MCL 15.243.