



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community keys to lifelong learning

### **Identity Protection Policy**

#### **Purpose**

The Identity Protection Act [5 ILCS 179/1] requires each local government agency to draft, approve, and implement an Identity Protection Policy. The Westmont Public Library adopts this Policy to ensure the confidentiality and integrity of Social Security Numbers (SSN) that are collected, maintained, and used by the library. The Westmont Public Library will advise its employees of the existence of this Policy and make a copy of the Policy available to each of its employees.

#### **Social Security Number Statement of Purpose**

The Westmont Public Library does not collect SSNs from the general public or require patrons to provide SSNs to obtain library materials. Whenever an individual is asked to provide the library with a SSN, the Westmont Public Library shall provide that individual with a statement of the purpose for which the Westmont Public Library is collecting and using the SSN. The Westmont Public Library shall also provide the statement of purpose upon request. The Westmont Public Library's Statement of Purpose is attached to this Policy.

#### **Social Security Number Protections**

The Westmont Public 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 that is required for the employee to use to access products or services provided by the library.
- Require an individual to transmit his or her SSN over the internet, unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials that are mailed to the individual, through the mail, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the mailed document. 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 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 SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or would be visible on an envelope without the envelope having been opened.
- Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under state or federal law, rules, or regulations, or if the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Westmont Public Library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use his or her SSN to access an internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

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.
- 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.
- 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.

#### **Requirement to Redact Social Security Numbers**

The Westmont Public Library will require that SSNs requested from an individual be provided 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.



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### **Statement of Purpose for the Collection of Social Security Number**

The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose for which the agency 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 Westmont Public Library to provide your SSN or because you requested a copy of this statement.

The Westmont Public Library has asked for your SSN for one or more of the following reasons:

- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks.
- Internal verification.
- Complaint mediation or investigation.
- Crime victim compensation.
- Vendor services, such as executing contracts and/or billing.
- Law enforcement investigation.
- Child support collection.

The Westmont Public Library will use your SSN only for the purpose for which it was collected. We will not do any of the following:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose.
- Publicly post or publicly display your SSN.
- Print your SSN on any card that is required for you to use to access products or services provided by the library;
- Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted;
- Print your SSN on any materials that are mailed or emailed to you, unless state or federal law requires the number be on the documents mailed or emailed to you or unless we are confirming the accuracy of your SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or would be visible on an envelope without the envelope having been opened.
- Collect, use, or disclose your SSN, unless: (i) required to do so under state or federal law, rules, or regulations, or if the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Westmont Public Library's duties and responsibilities.
- Require you to use your SSN to access an internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

Questions or Complaints about this Statement of Purpose should write to: Director of the Westmont Public Library, 428 N. Cass Ave, Westmont, IL 60559