

SOCIAL SECURITY PRIVACY

I. Purpose.

This Privacy Policy sets forth the Bad Axe Area District Library's (the "Library") policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed of, in compliance with the Michigan Social Security Number Privacy Act, 2004 PA 454, MCL 445.81 et seq. (the "Act").

II. Policy.

It is the policy of the Library to protect the confidentiality of Social Security numbers obtained in the ordinary course of Library business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Library obtains or possesses except in accordance with the Act and this Privacy Policy. As used in this policy, social security number refers to the use of more than four sequential numbers of an individual's social security number.

III. Procedure:

- A. Use of Social Security Numbers. Social Security numbers shall be used only where required or permitted by federal and state statute, rule or regulation, by court order or rule, or pursuant to legal discovery or process.
- B. Identifications and Public Displays: A Social Security number shall not be visibly printed on identification cards or badges, membership cards, permits or licenses. Documents, materials or computer screens that display a social security number (or numbers) shall not be publicly displayed. Publicly displayed means exhibited, held up, posted, or made visible or set out for open view, including, but not limited to, open view on a computer device or network, website, or other electronic medium or device, to members of the public or in a public manner.
- C. Account Numbers: A Social Security number shall not be used as a primary account number for an individual.
- D. Computer Transmission: The Library shall not require an individual to transmit 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. The Library shall not require an individual to transmit his or her social security number to gain access to an internet web site or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is also required to gain such access.
- E. Mailed and Sent Documents: Library documents containing a social security number shall only be mailed in cases where a state or federal law, rule or regulation authorizes, permits or requires that a social security number appear in the document. No documents or information containing a social security number shall be mailed or otherwise sent if the number is visible on or, without manipulation, from the outside of the envelope or package.

IV. Access to Social Security Numbers.

The Library will ensure that all personnel using records containing social security numbers take appropriate steps to secure such records when not in immediate use.

V. Disposal.

Documents containing Social Security numbers shall be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers are to be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

VI. Unauthorized Use or Disclosure of Social Security Numbers.

The Library shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy, shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Library will cooperate with appropriate law enforcement or administrative agencies in the apprehension and Prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the Library for unlawful purpose.