

Allegan District Library Social Security Numbers Privacy Policy

In compliance with Michigan's Social Security Number Privacy Act, P.A. 454 of 2004, (the "Act") Allegan District Library will ensure, to the extent practicable, the confidentiality of social security numbers it possesses, uses or disposes of. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an individual's social security number.

Library will not:

- Publicly display more than 4 sequential numbers of an individual's complete social security number.
- Use the SSN as the primary account number for any individual.
- Visibly print the SSN on any identification badge or card, membership card, or permit or license.
- Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted.
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access.
- Include the SSN in or on any document sent to an individual if the numbers are visible on or without manipulation, from outside of the envelope or packaging.
- Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules or regulations.
- Unlawfully disclose social security numbers in violation of the Act or other applicable laws, rules and regulations.

Only personnel authorized by the Library Director will have access to documents that contain social security numbers. Documents containing social security numbers will be disposed of in an appropriate manner that protects their confidentiality such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal and violations of the Act are punishable to the extent of the law (P.A. 454 of 2004).

Review

This policy will be reviewed by the Personnel Committee every four years.