

County of Sangamon  
Resolution No. 13-1

**A RESOLUTION REGARDING THE ADOPTION AND  
IMPLEMENTATION OF AN IDENTITY PROTECTION POLICY FOR  
THE COUNTY OF SANGAMON, SANGAMON COUNTY, ILLINOIS**

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Adopted by the County Board of the County of Sangamon, Illinois  
This 12th Day of December, 2017

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*Don J. King*  
Sangamon County Clerk

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RESOLUTION NO. 13-2

**A RESOLUTION REGARDING THE ADOPTION AND  
IMPLEMENTATION OF AN IDENTITY PROTECTION POLICY FOR  
THE COUNTY OF SANGAMON, ILLINOIS**

**WHEREAS**, the Identity Protection Act (5 ILCS 179/1 *et seq.*) was effective on June 1, 2010 (P.A. 96-0874) and sets forth certain prohibitions and requirements relative to local government agencies with the goal of providing additional protection to, and preventing the unauthorized use of, social security numbers; and

**WHEREAS**, the Identity Protection Act requires that all local government agencies draft and approve an identity protection policy by June 1, 2011 (the policy must be implemented by June 1, 2012); and

**WHEREAS**, Sangamon County has adopted identity protection measures previously, this policy enhances existing policies; and

**WHEREAS**, to comply with the requirements of the Identity Protection Act, the following identity protection policy has been developed, and;

**WHEREAS**, to comply with the requirements of the Identity Protection Act, the identity protection policy set forth below should be approved and made effective retroactively beginning May 31, 2011.

**NOW, THEREFORE BE IT RESOLVED** by the Board the County of Sangamon, Sangamon County, Illinois, adopts the following policy, effective December 12, 2017, as required by the Identity Protection Act to assure the confidentiality and integrity of social security numbers that the County may collect, maintain and use and to safeguard such social security numbers against unauthorized access:

# **IDENTITY PROTECTION POLICY**

## **Identity Protection**

### **I. Generally**

It is the policy of Sangamon County ("County") to take all measures necessary to protect the identity and privacy of all County officials, officers, members, agents and members of the public. The County shall comply with the Illinois Identity Protection Act ("IPA") through implementation of this policy. (5 ILCS 179/35)

Except when necessary in order for the County to perform its duties and responsibilities, or authorized by law or regulation, the County Board, officers, employees and agents shall not collect, use, or disclose a person's Social Security Number ("SSN"). The County, officers, employees and agents shall not request SSNs except under a delineated exception permitted under the IPA. If any law, rule, or regulation regarding the collection, use or disclosure of SSNs is more restrictive than this policy, then that law rule or regulation shall govern. (5 ILCS 179/55)

### **II. Prohibited Activities and Exceptions**

A. An officer, employee or agent of the County shall not do any of the following:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the County, unless otherwise required by law. This limitation includes encoding or embedding a SSN in any identification plan, including; but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of the SSN.

- 3. Require an individual to transmit his or her SSN over the internet, unless the connection is secure or the SSN is encrypted or otherwise protected.
- 4. Print an individual's SSN on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the document to be mailed. The limitation of this sub-paragraph 4 shall not apply to applications and forms sent by mail including, but not limited to:
  - a. Material mailed in connection with the administration of the Unemployment Insurance Act;
  - b. Material mailed in connection with any tax administered by the Illinois Department of Revenue; and
  - c. 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;
  - d. When sending applications and forms by mail as allowed under this sub-paragraph, the SSN shall **never** be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or that is visible without opening the envelope.

**B.** In addition, and except as otherwise provided in this policy, no officer, employee or agent of the County shall do any of the following:

- 1. Collect, use or disclose a SSN from an individual unless:
  - a. Required by federal or state law, rules or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of the County's duties and responsibilities;
  - b. The need and purpose is documented prior to the collection, use or disclosure; and
  - c. The collection, use or disclosure is relevant to the documented need and purpose.
- 2. Require an individual to use his or her SSN to access a website.
- 3. Use a SSN for any purpose other than for which it was collected.

C. The prohibitions set forth in Section B, above, do not apply in the following circumstances:

- a. The disclosure of social security number to agents, employees, contractors, or subcontractors of the County or disclosure by the County to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the County to perform its duties and responsibilities; and, if necessary in order for the County to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the County must first receive from the contractor or subcontractor a copy of the contractor or subcontractor's policy that sets forth how the requirements imposed under the IPA will be achieved.
- b. The disclosure of SSNs pursuant to court order, warrant of subpoena.
- c. The collection, use, or disclosure of SSNs, in order to insure 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.
- d. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- e. The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or if any State debt or to a government agency to assist with the investigation or the prevention of fraud.
- f. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks to collect a debt, to obtain a credit report for 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.

### **III. Access to SSNs**

Only County officers, employees and agents who are required to use or handle information or documents that contain SSAs shall have access to such information or documents.

### **IV. Statement of Purpose**

When collecting a SSN, or upon request by the individual, a statement of the purpose or purpose for which the County is collecting and using the SSN must be provided. A template Statement of Purpose is attached hereto as Exhibit A.

**V. FOIA Requests**

Pursuant to the IPA, the County’s Freedom of Information Officer(s) or designee shall redact SSNs and private information from documents, including all or any portion of an individual’s SSN requested for public inspection and copying of information pursuant to federal or state law, such as the Freedom of Information Act. (5 ILCS 179/15; 5 ILCS 140/2(c-5)). SSN’s requested from an individual shall be provided in a manner that make the SSN easily redacted if required to be released as part of a public records request.

**VI. Training**

All County employees who have access to SSN’s in the course of performing their duties with the County shall undergo approved training on the confidentiality of SSN’s. Training shall include instructions on the proper handling of information that contains SSN’s from the time of collection to the destruction of the information.

**VII. Distribution**

All employees of the County shall be advised of the existence of this policy and this policy shall be made available to each employee of the County and any members of the public, upon request.

**VIII. Applicability**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or Federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or Federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

**IX. Availability of Policy**

The Policy shall be presented at the County's Employee Services. All County employees shall be advised of the existence of this Policy.

County employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from:

County of Sangamon  
Charles Stratton  
200 S. Ninth Room 205  
Spfld, IL 62701

#### **X. Amendments**

This Policy may be amended by the County at any time. If the Policy is amended, the County shall file a written copy of the Policy, as amended, with the Board and shall also advise all County employees of the existence of the amended Policy. A copy of the amended Policy will be made available to County employees and the public as set forth in the preceding section above.

#### **XI. Effective Date**

This Policy becomes effective \_\_\_\_\_.

**ATTACHMENT**

**FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE COUNTY OF  
SANGAMON**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity Protection Policy of the County of Sangamon (“County”) require the County to provide an individual with a statement of the purpose or purposes for which the County is collecting and using the individual’s Social Security number (“SSN”) any time an individual is asked to provide the County with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the County to provide your SSN or because you requested a copy of this statement.

**Why are we collecting your SSN?**

You are being asked for your SSN for one or more of the following reasons:

(Identify all purposes for which the County collects SSNs)

**What will we do with your SSN?**

We will use your SSN for the purpose for which it was collected.

We will not

1. Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
2. Publicly post or publicly display your SSN;
3. Print your SSN on any card required for you to access our services;
4. Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or



5. Print your SSN on any materials that are mailed to you, unless State or Federal law require that number to be on documents mailed to you {ADD ITEMS FROM SECTION IV(a)(4) IF APPLICABLE}. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

**If you have questions or complaints about this Statement of Purpose submit them to:**

County of Sangamon  
Charles Stratton  
200 S. Ninth room 205  
Spfld, IL 62701

Respectfully submitted by: \_\_\_\_\_

Employee Services Committee

Tim E. Huel, Chairman  
Jason Katt, Member  
[Signature], Member

[Signature], Member  
[Signature], Member  
\_\_\_\_\_, Member