

PERSONNEL**PRIVACY OF SOCIAL SECURITY NUMBERS**

In the course of conducting school business, the Manchester Public Schools may obtain and use Social Security numbers. We will take the following steps to protect the confidentiality of the Social Security numbers we collect.

1. Access to Social Security numbers will be limited to appropriate persons who need to have access to the documents containing such information.
2. All persons who are given access to documents containing Social Security numbers shall be informed of this policy and the need to maintain the security and confidentiality of social security numbers.
3. Use or disclosure of the Social Security numbers for any purpose other than the purpose for which the Social Security number was provided to the school is prohibited except as otherwise required by law.
4. Persons with access to documents containing Social Security numbers shall ensure that paper or electronic copies of any documents containing Social Security numbers shall not be sent to third parties without the written consent of the person providing the Social Security number for disclosure of the Social Security number to that third party or unless the Social Security number is blacked out or otherwise removed or unless disclosure of the document with the Social Security number is required by court order or otherwise required by law.
5. School staff shall be required to review this policy on an annual basis.
6. The school shall review its applications and forms to remove requests for Social Security numbers except when collection of that data at that time is essential for the school to accomplish a required or requested school function.
7. The school shall obtain the agreement of any outside service providers who have authorized access to Social Security numbers to protect the confidentiality of the Social Security numbers.
8. This policy shall be published annually to the school community and shall be attached to any documents that request a Social Security number.
9. The Superintendent of Schools may adopt administrative regulations providing for the implementation of this policy and training of employees with regard to the secure handling of Social Security numbers.

Reference: Substitute House Bill no. 5658
Public Act No. 08-167
Approved June 10, 2008

Adopted: June 22, 2009



Substitute House Bill No. 5658

Public Act No. 08-167

AN ACT CONCERNING THE CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (Effective October 1, 2008) (a) Any person in possession of personal information of another person shall safeguard the data, computer files and documents containing the information from misuse by third parties, and shall destroy, erase or make unreadable such data, computer files and documents prior to disposal.

(b) Any person who collects Social Security numbers in the course of business shall create a privacy protection policy which shall be published or publicly displayed. For purposes of this subsection, "publicly displayed" includes, but is not limited to, posting on an Internet web page. Such policy shall: (1) Protect the confidentiality of Social Security numbers, (2) prohibit unlawful disclosure of Social Security numbers, and (3) limit access to Social Security numbers.

(c) As used in this section, "personal information" means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security number, a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number, and does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

(d) For persons who hold a license, registration or certificate issued by a state agency other than the Department of Consumer Protection, this section shall be enforceable only by such other state agency pursuant to such other state agency's existing statutory and regulatory authority.

(e) Any person or entity that violates the provisions of this section shall be subject to a civil penalty of five hundred dollars for each violation, provided such civil penalty shall not exceed five hundred thousand dollars for any single event. It shall not be a violation of this section if such violation was unintentional.

(f) The provisions of this section shall not apply to any agency or political subdivision of the state.

(g) Any civil penalties received pursuant to this section shall be deposited into the privacy protection guaranty and enforcement account established pursuant to section 19 of substitute senate bill 30 of the current session.

Approved June 10, 2008