USE OF SOCIAL SECURITY NUMBER

The Board of Education recognizes the need to safeguard privacy and restrict access to personally identifiable information collected in the course of the District’s business and employee and student personnel records.

The following uses of the social security number of an employee, student, or other individuals are prohibited:

A. Public display of all or more than four (4) sequential digits of the social security number.

B. Use of all or more than four (4) sequential digits of the social security number as the primary account number for an individual.

C. Visibly print all or more than four (4) sequential digits of the social number on any identification badge or card, membership card, or permit or license.

D. Require an individual to use or transmit all or more than four (4) sequential digits of his/her social security number over the internet or a computer system or network unless the connection is secure or the transmission is encrypted.

E. Require an individual to use or transmit all or more than four (4) sequential digits of his/her social security number to gain access to an internet website or a computer system or network unless the connection is secure, the transmission encrypted, or a password or unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

F. Include all or more than four (4) sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or, without manipulations, from outside of the envelope or packaging.
G. Include all or more than four (4) sequential digits of the social security number in any document or information mailed to a person, unless any of the following apply:

1. State or Federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.

2. The document is sent as part of an application or enrollment process initiated by the individual.

3. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.

4. The document or information is mailed by a public body under any of the following circumstances:

   a. The document or information is a public record and is mailed in compliance with the Freedom of Information Act, 1976 PA 442, M.C.L.A. 15.231 to 15.246.

   b. The document or information is a copy of a public record filed or recorded with a county clerk or register of deeds officer and is mailed by that office to a person entitled to receive that record.

   c. The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.

5. The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his/her parent or legal guardian.
The following uses of social security numbers are permitted:

A. A use of all or more than four (4) sequential digits of a social security number that is authorized or required by State or Federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.

B. A use of all or more than four (4) sequential digits of a social security number by a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution, or providing all or more than four (4) sequential digits of a social security number to a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

C. Use of all or more than four (4) sequential digits of a social security number if the use is any of the following:

1. An administrative use of all or more than four (4) sequential digits of the social security number in the ordinary course of a business, by a person or a vendor or contractor of a person, to do any of the following:
   a. Verify an individual’s identity, identify an individual, or do another similar administrative purpose related to an account, transaction, product, service, or employment or proposed account, transaction, product, service, or employment.
   b. Investigate an individual’s claim, credit, criminal, or driving history.
   c. Detect, prevent, or deter identity theft or another crime.
d. Lawfully pursue or enforce a person’s legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.

e. Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.

f. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

2. Use of all or more than four (4) sequential digits of a social security number as a primary number that meets both of the following:

a. The use began before the effective date of this act (January 1, 2006).

b. The use is ongoing, continuous, and in the ordinary course of business. If the use is stopped for any reason, this subdivision no longer applies.

Legal Citation: MCLA 445.83, 445.84

POLICY

Adopted: March 7, 2006
Amended: