SUBJECT: COLLECTION AND DISSEMINATION OF SOCIAL SECURITY NUMBERS IN CITY FORMS AND RECORDS

:1 OBJECTIVE:
To establish policy concerning collection and dissemination of social security numbers in City Forms and Records

:2 AUTHORITY:
This procedure amended by City Council March 17, 2008, Item #A2.

:3 DIRECTION:
The Chief Administrative Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 POLICY:
No department or employee shall collect an individual’s social security number unless the individual has been provided with a written statement explaining the purpose for its collection and unless the collection is specifically authorized by law. A commercial entity may, under certain circumstances, be provided access to social security numbers as provided below.

:5 METHOD OF OPERATION
A. Any department or employee collecting social security numbers shall:
   1. Prepare a written purpose statement
   2. Furnish the written purpose statement to the City Attorney’s Office for approval.
   3. Provide each individual from whom social security numbers are collected with a copy of the written purpose statement.
   4. Use said social security numbers only for the purposes stated in the written purpose statement, and
   5. Maintain the social security numbers as confidential and exempt from public record.

B. A commercial entity may, under certain circumstances, be provided access to social security numbers, provided that the commercial entity makes a written request for the numbers for a purpose authorized by law and that request has been approved by the City Attorney’s Office.

:6 FORMS:
None

:7 COMMITTEE RESPONSIBILITIES:
None

:8 REFERENCE:
Approved by City Council March 17, 2008, Item A-2, documentary#080317A02
:9 EFFECTIVE DATE:

This procedure effective date, March 17, 2008.