

IDENTITY PROTECTION POLICY

Pursuant to 5 ILCS 179/37, The Identity Protection Act, and in efforts to limit access to and prevent unauthorized disclosure of social security numbers, only Chicago State University [herein after referred to as the University] employees required to use or handle information or documents containing social security numbers will have access to such information or documents. Those employees shall be trained on the proper procedures for handling information containing social security numbers from the time of collection through the destruction of the information.

Social security numbers requested from individuals must be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number or upon request by the individual, a statement of purpose or purposes for which the University is collecting and using the social security number must be provided.

Social security numbers *MAY NOT*:

- Be publicly posted or displayed in any manner.
 - Be printed on any card required for the individual to access products or services provided by the University.
 - Be required to be transmitted over the Internet, unless the connection is secure or the social security number is encrypted.
 - Be printed on any materials that are mailed, e-mailed or otherwise delivered to the individual, unless state or federal law requires the social security number to be on the document. *EXCEPTION*: Social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with 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 social security number, or in connection with the administration of the Unemployment Insurance Act, or in connection with any tax administered by the Department of Revenue. However, no social security number may be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or is visible on an envelope without the envelope having been opened.
- .Be used for any purpose other than the purpose for which it was collected.

No employee shall collect, use, or disclose a social security number from an individual, unless:

. Required to do so under State or federal law, rules or regulations; or the collections, use or disclosure of the social security number is otherwise necessary for the performance of that University employee's duties and responsibilities,

.The need and purpose for the collection of the social security number is documented before the collection of the number and the collection is relevant to the documented need and purpose.

The University shall not require an individual's social security number in order for that individual to access any University Internet website.

This policy does not preclude University employees from using a social security number as needed to perform their duties and responsibilities or for internal verification or administrative purposes. The following are examples of when it is permissible to use student social security numbers: Social Security numbers collected by the University may be used in a variety of ways, such as but not limited to the following:

1. To identify such student records as applications for admission, registration-related documents, grade reports, transcript and certification request, medical immunization records, student financial records, financial aid records, and permanent academic records;
2. To determine eligibility, certify school attendance, and report student status;
3. To use as an identifier for grants, loans, and other financial aid programs;
4. To identify and track employment or medical records;
5. To comply with court orders or subpoenas; and
6. To assist in the collection of any state debt or an investigation or for the prevention of fraud.

A copy of this policy will be filed with the Illinois Attorney General's Office, Social Security Number Protection Task Force.