**SOCIAL SECURITY NUMBER CONFIDENTIALITY POLICY**

The School District prohibits the disclosure of social security numbers to unauthorized persons or entities. The purpose of this policy is to protect the confidential nature of social security numbers used at or by the School District. The School District and its employees will not knowingly display, disclose, transfer, or unlawfully use the social security number of any employee, student, or other individual in any manner that violates the Social Security Privacy Act of 2004 or the Privacy Act of 1974.

The Superintendent shall, by regulation, limit access to information or documents that contain social security numbers. School District employees responsible for the maintenance of records that contain social security numbers shall observe all administrative, technical and physical safeguards established by regulation to implement this policy.

Documents or records that contain social security numbers shall be shredded and disposed of in a manner that protects their confidentiality.

Any School District employee who fails to comply with this policy will be subject to disciplinary action, up to and including termination.

This policy and its regulations shall be published in the employee handbook and/or in other appropriate manuals or similar documents. The published documents may be made available electronically.

**SOCIAL SECURITY NUMBER CONFIDENTIALITY REGULATION**

These regulations are designed to provide guidance to all School District employees in order to protect the confidentiality of social security numbers used at or by the School District. Any person who fails to comply with these regulations will be subject to disciplinary action, up to and including termination.

**Administrative:**

1. The School District and its employees will not knowingly disclose, transfer, or unlawfully use the social security number of any employee, student, or other individual.
2. School District employees shall not publicly display social security numbers.
3. Social security numbers shall not be displayed on identification cards or badges, membership cards, employee rosters, bulletin boards, or any other materials or documents widely seen by the general public.
4. Student grades shall not be publicly posted or displayed in a manner in which all or any portion of the social security number identifies the student associated with the grade.
5. School District employees or students shall not be required to use or transmit their social security numbers over the internet or a computer system network unless the connection is secure or the transmission is encrypted.
6. Social security numbers shall not be required for a School District employee or student to gain access to the Internet or network unless the transmission is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
7. Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.
8. Documents containing social security numbers shall not be mailed to a person unless the following apply:
9. State or federal law, rule, regulation, or court order authorizes, permits, or requires that a social security number appear in the document.
10. The document is sent as part of an application or enrollment process initiated by the individual.
11. 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.
12. The social security number is contained in a public record and is mailed in compliance with the freedom of information act.
13. The social security number is contained in a copy of a vital record, which was recorded as provided by law, and is mailed to a person entitled to receive the record.
14. The document is mailed by, or at the request of, an individual whose social security number appears in the document or his or her parent or legal guardian.
15. Documents containing social security numbers that are sent by mail shall not reveal the social security number through the envelope window or otherwise be visible from outside the envelope or package.
16. Social security numbers shall be redacted from any document subject to a Freedom of Information Act request.

**Access to Security Numbers:**

1. Only those persons authorized by the Superintendent and/or his designee shall have access to social security numbers or other sensitive information. Under no circumstances will any student have access to social security number information.
2. School District employees may not ask for a social security number if it is not necessary and relevant to the purposes of the School District and the particular function for which the employee is responsible.
3. School District employees may not disclose social security numbers to unauthorized persons or entities.
4. Social security numbers shall not be shared with third parties, except as authorized or required by law.

**Storage and Disposal:**

1. Documents or records that contain social security numbers or other sensitive material shall be stored in a physically secure manner.
2. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
3. When erasing social security numbers or sensitive information from computers, all information shall be erased completely.
4. Documents or records that contain social security numbers shall not be thrown away in the trash.
5. Documents or records that contain social security numbers shall be shredded and disposed of in a way that protects the confidentiality of the social security number and in accordance with the School District’s records retention schedule.

**Improper Disclosure:**

1. School District employees shall promptly report to their supervisors any improper disclosure of social security numbers.
2. The supervisor is responsible for reporting the improper disclosure to the Superintendent.
3. A School District employee may make a report anonymously.
4. Retaliation against an employee, who, in good faith, reports a possibly improper disclosure of social security numbers is prohibited.

**Policy Availability:**

1. All School District employees will be given a copy of these regulations.
2. These regulations shall be published in the employee handbook and/or in other appropriate manuals or similar documents.
3. These regulations may be made available electronically.