

Identity Protection Policy

Peru Public Library

The Peru Public Library adopts our Identity Protection Policy pursuant to the Identity Protection Act (5 ILCS 179/1 et seq). The Act requires units of local government to approve and implement an Identity Protection Policy, to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use.

Social Security Number Protection

Whenever an individual is asked to provide the Library with a Social Security Number (SSN), the Peru Library shall provide that individual with a statement of the purpose(s) for collecting and using the SSN. The Library also provides the statement of purpose upon request.

The Library shall not:

1. Collect, use, or disclose a SSN from an individual unless:
 - i. Required to do so under State or Federal law, rules or regulations, or the collection use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities
 - ii. The need and purpose for the SSN is documented before collection of the SSN; and
 - iii. The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an internet website;
3. Use the SSN for any purpose other than the purpose for which it was collected.

The Peru Public Library shall not:

1. Publicly post or display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access Library products or services.
3. Require an individual to transmit a SSN over the internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and 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 SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSNs from the information or document before allowing the public inspection or copying of the information or documents.

When collecting SSNs the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for an SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.