

May 25, 2011

ADOPT A SOCIAL SECURITY NUMBER PROTECTION POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board adopt a Social Security Number Protection Policy.

PURPOSE: This policy establishes the requirements for compliance with the Illinois Identity Protection Act 5 ILCS 179/1 *et seq.* (the "Act"), to ensure the confidentiality and integrity of Social Security Numbers collected, maintained and used by the District. The goal of the Act's requirements that limit the collection, access and use of Social Security Numbers is to protect against the threat of identity theft.

POLICY TEXT:

I. Prohibited Activities.

A. General Prohibited Activities. No employee of the Board may do any of the following:

1. Publicly post or publicly display, or otherwise intentionally make available to the general public, any information that includes an individual's Social Security Number.

2. _____ Prohibits an individual from disclosing his or her Social Security Number to access an Internet

website;

C. Exceptions. The prohibitions noted in subsection I.B. above do not apply to the following circumstances:

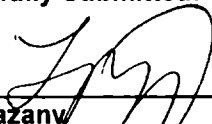
1. The disclosure of Social Security Numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another

governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosure to a

F. Additional Protections. Social Security Number information may not be maintained on a portable

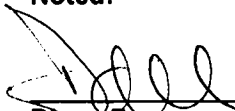
Security Number information may not be transmitted via e-mail unless encrypted in accordance with the

Respectfully Submitted:



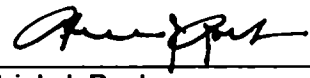
Terry Mazany
Chief Executive Officer

Noted:



Diana Ferguson
Chief Financial Officer

Approved as to Legal Form: 



Patrick J. Rocks
General Counsel