Identity Protection Policy

I. Purpose

A. This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. which requires all local government agencies to draft and approve an identity protection policy.

II. Requirements

A. All employees of the local government agency identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

B. Only employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

C. Any request for social security numbers from an individual be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

D. Any request for social security number from individuals or upon request by the individual, a statement of the purpose or purposes for which the agency is collecting and using the social security number be provided.

Revision History
10/16/2025, 06/01/2017, 03/01/2016, 04/11/2011, 10/21/2004