



Personal Identification Privacy Policy

In compliance with the Michigan Public Act 454 (The Social Security Number Privacy Act), Macomb Township is required to create and publish a privacy policy. This policy sets forth Macomb Township's policies and procedures regarding how social security numbers are to be obtained, stored, transferred, used, disseminated, disclosed, and disposed.

Pursuant to the Act, this privacy policy was adopted to:

1. Ensure to the extent practicable the confidentiality of the social security numbers.
2. Prohibit unlawful disclosure of the social security numbers.
3. Limit who has access to information or documents that contain the social security numbers.
4. Describe how to properly dispose of documents that contain the social security numbers.
5. Establish penalties for violation of the privacy policy.

Obtainment

Social security numbers shall only be collected when required by federal or state law or as otherwise permitted under the Michigan Social Security Number Privacy Act.

Storage

All records and/or documents containing social security numbers shall be stored in a physically secure manner which prevents unauthorized access and ensures confidentiality. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Only authorized Macomb Township personnel with legitimate business reasons will have access to confidential records that contain social security numbers. All personnel using records and/or documents containing social security numbers or personal identification information must take appropriate steps to secure such records.

Prohibited Use

Any employee that accesses social security data or other personal identification information without authorization or for illegal purposes is subject to disciplinary action, up to and including termination of employment. Further, local authorities will be contacted for the purpose of prosecution should access be suspected for illegal purposes. A person shall not intentionally do any of the following with a social security number of an employee or other individual:

1. Publicly display all or more than 4 sequential digits of the social security number.
2. Visibly print all or more than 4 sequential digits of the social security number on an identification badge, permit, or license.
3. Require an individual to use or transmit all or more than 4 sequential digits of the social security number over the internet, computer system, or network unless the connection is secure or encrypted.
4. Include all or more than 4 sequential digits of the social security in or on any document or information mailed or otherwise sent to an individual, unless any of the following apply:
 - a. State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
 - b. The document is sent as part of an application or enrollment process initiated by the individual.
 - c. 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.
 - d. The document or information is a copy of a public record filed or recorded with a county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
 - e. The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
 - f. The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.

Documents containing social security numbers that are lawfully mailed or otherwise sent to an individual shall not be visible from the outside of the envelope or package.

Disposal

When necessary, documents containing social security numbers and personal identification information will be properly destroyed through shredding, burning, or by other means before disposal per Macomb Township document retention policy.

Freedom of Information Act

All or more than 4 sequential digits of a social security number contained in a public record are exempt from disclosure under the Freedom of Information Act.

Macomb Township
Employee Policy & Procedure

Effective Date:	08/13/2020	Policy Number:	06.12.01
		Approval Date:	08/12/2020
Subject:	Personal Identification Privacy Policy		
	Approvals:  Janet I. Dunn, Township Supervisor  Thomas D. Esordi, Human Resources Director		