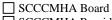
# ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

# ADMINISTRATIVE PROCEDURE

Date Issued 5/24

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CHAPTER			CHAPTER	SECTION	SUBJECT	
Human Resources			06	001	0155	
SECTION		SUBJECT				
Personnel Social Securit		Social Security	Numbers Privacy			
WRITTEN BY	<b>REVISED BY</b>	REVISED BY		AUTHORIZED BY		
Lisa K. Morse	Jody Kruskie	Jody Kruskie		Telly Delor		

#### I. <u>APPLICATION</u>:



SCCCMHA Providers & Subcontractors Direct Operated Programs

Community Agency Contractors

Residential Programs

Specialized Foster Care

### II. <u>PURPOSE STATEMENT</u>:

St. Clair County Community Mental Health Authority (SCCCMHA), in alignment with the Social Security Numbers Privacy Act, shall ensure confidentiality of social security numbers. It is prohibited to unlawfully disclose such numbers.

### III. <u>DEFINITIONS</u>:

None Available

#### IV. <u>STANDARDS</u>:

- A. No documents shall contain any more than four sequential digits of an employee's social security number.
- B. Regular access to full social security numbers is limited to:
  - 1. Chief Financial Officer
  - 2. Human Resource personnel
  - 3. Payroll staff
- C. Privacy screens are installed for further protection when a social security number may be on a computer screen.
- D. Those that have access to social security numbers shall not leave the information visible to "passers by".
- E. Documents that are not otherwise protected shall be shredded.

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F. Intentional violation of these administrative procedures will result in disciplinary action.

## V. <u>PROCEDURES</u>:

None Available

### VI. <u>REFERENCES</u>:

A. Social Security Numbers Privacy Act

## VII. <u>EXHIBITS</u>:

None Available

## VIII. <u>REVISION HISTORY</u>:

Dates issued 02/06, 02/08, 02/10, 12/11, 05/14, 05/15, 05/16, 05/17, 05/18, 05/19, 07/20, 05/21, 7/22, 05/23.