

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued **5/24**

Page 1

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 06	<b>SECTION</b> 001	<b>SUBJECT</b> 0155
<b>SECTION</b> Personnel	<b>SUBJECT</b> Social Security Numbers Privacy		
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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

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. DEFINITIONS:

None Available

IV. STANDARDS:

- 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. PROCEDURES:

None Available

VI. REFERENCES:

A. Social Security Numbers Privacy Act

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

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.