



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS

Policy No.: A260
Supersedes: April 21, 2009
Revision Date: February 23, 2016
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PURPOSE:

The broad use and public exposure of Social Security Numbers (SSNs) have been a major contributor to the growth of identity theft and other forms of fraud. California Law on Social Security Number Confidentiality (Civil Code Section 1798.85 which applies to any person or entity, took effect July 1, 2002, and was expanded in January 1, 2007).

POLICY:

Any person or business (e.g., employees of and any person acting on behalf of Rancho Los Amigos National Rehabilitation Center (RLANRC) should understand their legal obligation to reduce the privacy risks to individuals of inappropriate disclosure or misuse of SSNs.

PROCEDURES

The public display of SSNs should be eliminated in the following manner:

- Do not publicly post or display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public, e.g., employee rosters, bulletin board postings, and other materials.
- Do not Print an individual's SSN on any card required for the individual to access products or services provided by the entity, e.g., identification cards, badges, time cards, etc.
- Do not require an individual to send his or her SSN over the Internet or by e-mail, unless the connection is secure or the SSN is encrypted.
- Do not require an individual to use a SSN as passwords or codes for access to Internet Web sites or other services, unless a password or unique personal identification number or other authentication device is also required to access the Web site.
- Unless State or Federal law requires that the SSN be on the document to be mailed, do not print an individual's SSN on any materials that are mailed to the individual (including hospital bills).

When sending applications, forms, or other documents required by law to carry SSNs through the mail, place the SSN where it will not be revealed through an envelope window. Where possible, leave the SSN field on forms and applications blank and ask the individual to fill it in before returning the form or application. A SSN

APPROVED BY:

Signature(s) on File.

that is permitted to be mailed, as noted above, may not be printed in whole or part on a postcard or other mailer requiring an envelope, or visible on the envelope or without the envelope having been opened.

Employees or any person acting on behalf of RLANRC are responsible for the proper disposal of records containing personal information by shredding, erasing, or otherwise modifying the personal information in those records to make the information unreadable or undecipherable.

It is illegal by California Laws Restricting SSN Disclosure (Civil Code Sections 1798.85-1798.86) for any person or entity to make SSN§. accessible. Any person found violating this policy is subject to discipline up to and including discharge from County service.

Source:

California Department of Consumer Affairs, Office of Privacy Protection, "Recommended Practices on Protecting the Confidentiality of Social Security Numbers, June 28, 2002, Revised April 2008.

Cross References:

DHS Policy 362, Confidentiality of Employee Personnel and Payroll Records
Rancho Administrative Policy 300.1, Electronic Mail (E-Mail)
Rancho Administrative Policy A331, Computer Workstation Use, and Security
Rancho Administrative Policy B503, Confidentiality of Records

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