

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA158

NAME: SOCIAL SECURITY NUMBERS – PRIVACY AND RELEASE

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/24/2023	BY: HR Manager
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY:

I. PURPOSE

Social Security Numbers are collected from all employees and Board members for business related purposes, including benefits and payroll administration.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

These numbers are kept in secure locked files and electronically in the HR/Payroll software systems. When information is shared between departments within Sanilac CMH, it may be sent via email or interoffice mail. When information is shared externally (i.e. benefits), the information will be sent via encrypted email, faxed, or delivered personally.

On occasion, information may be requested for various PIHP, contract, state, federal, grant, or other requirements. This may include sending Social Security Numbers, addresses and birthdates. Should your information become part of one of these requests, you will be notified as to what information was sent and where it was sent to. Staff that are routinely required to submit this information to other agencies outside of Sanilac CMH (i.e., PIHP, Attestations, etc.) will be provided Identity Theft Protection at the expense of the Agency.

IV. ATTACHMENTS

V. REFERENCES