

**ORDINANCE NO. O-11-18**  
**AN ORDINANCE**  
**ADDING CHAPTER 21 TO TITLE I THE VILLAGE CODE**  
**(ADOPTING AN IDENTITY PROTECTION POLICY)**

**WHEREAS**, the Illinois General Assembly has enacted the Illinois Identity Protection Act, 5 ILCS 179/1, et seq. which Act requires that each local governmental agency approve and implement an identity protection policy to ensure the confidentiality and integrity of Social Security Numbers collected and maintained by such agencies; and

**WHEREAS**, it is important to safeguard Social Security Numbers against unauthorized access because the numbers can be used to facilitate identity theft; and

**WHEREAS**, one way to protect Social Security Numbers is to limit the dissemination of those numbers; and

**WHEREAS**, the Identity Protection Act requires that the Village assess its personal information collection practices, and make necessary changes to those practices to ensure confidentiality of Social Security Numbers.

**NOW, THEREFORE, BE IT ORDAINED** by The President and Board of Trustees of The Village of Campton Hills, Kane County, Illinois that:

**SECTION 1.** Title I of the Village Code of the Village of Campton Hills is hereby amended to add a new Chapter 21 as follows:

**CHAPTER 21**

**IDENTITY PROTECTION POLICY**

**1-21-1. STATEMENT OF PURPOSE.**

A. Whenever any individual is requested to provide any department or office of the Village with a Social Security Number, the Village, through its appropriate officials and/or employees, shall provide that individual with a copy of the Statement of Purpose

approved from time to time by the Village Board of Trustees.

B. The Village shall also provide a copy of such Statement of Purpose to any other person upon request.

C. The Statement of Purpose shall identify the purpose or purposes for which the Village is collecting, maintaining and/or using social security numbers.

#### **1-21-2: PROHIBITIONS.**

A. The Village shall not under any circumstances:

1. Publicly post or publicly display in any manner an individual's Social Security number. For purposes of this Section, the terms "publicly post" or "publicly display" shall mean to intentionally communicate or otherwise intentionally make available to the general public.

2. Print an individual's Social Security Number on any card required for the individual to access products or services provided by the person or entity.

3. Require an individual to transmit a Social Security Number over the Internet, unless the connection is secure or the Social Security Number is encrypted.

4. Print an individual's Social Security Number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security Number to be on the document to be mailed. Social Security Numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security Number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

B. Except as described in Sub-Section C below, the Village shall not perform any of the following acts:

1. Collect, use, or disclose a Social Security Number from an individual, unless:

a. required to do so under State or federal law, rules, or regulations, or

the collection, use, or disclosure of the Social Security Number is otherwise necessary for the performance of the Village's duties and responsibilities;

- b. the need and purpose for the Social Security Number is documented before collection of the Social Security number; and
- c. the Social Security Number collected is relevant to the documented need and purpose.

2. Require an individual to use his or her Social Security Number to access an Internet website.

3. Use the Social Security Number for any purpose other than the purpose for which it was collected.

4. Embed or encode a Social Security Number in or on any card or document, including but not limited to, any bar code, chip, magnetic strip, RFID technology or other technology in place of removing the Social Security Number as required by this Act.

C. The prohibitions set out in Section B above shall not apply in the following circumstances:

1. The disclosure of Social Security Numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the applicable Statute on a governmental entity to protect an individual's Social Security Number will be achieved.

2. The disclosure of Social Security Numbers pursuant to a court order, warrant, or subpoena.

3. The collection, use, or disclosure of Social Security Numbers in order to ensure the safety of; State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

4. The collection, use, or disclosure of Social Security Numbers for internal verification or administrative purposes.

5. The disclosure of Social Security Numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

6. The collection or use of Social Security Numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed properly benefit.

### **1-21-3: REQUIREMENT TO REDACT SOCIAL SECURITY NUMBERS**

A. The Village shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents otherwise containing all or any portion of an individual's Social Security Number.

B. The Village shall redact any Social Security Number from the information or documents to be inspected before allowing the public inspection or copying of the information or documents.

C. The Village shall take steps to make any Social Security Number provided to the Village easily redactable from any such documents.

D. For purposes of these regulations, "redact" means to alter or truncate the applicable data so that no more than five sequential digits of a Social Security Number are accessible as part of personal information.

### **1-21-4: EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS**

A. Only officials and employees who are required to use or handle information or documents that contain Social Security Numbers will have access to such.

B. All officials and employees who shall have access to Social Security Numbers shall be trained to protect the confidentiality of Social Security Numbers in accordance with the Act, including receiving a copy Chapter 21 of Title I of this Village Code.

**SECTION 2.** Any and all ordinances, resolutions, motions or parts thereof, in conflict with the terms and provisions of this Ordinance, shall be and hereby are, to the extent of any such conflict, superseded and waived.

**SECTION 3.** If any section, subdivision, sentence or phrase of this Ordinance is

for any reason held to be void, invalid, or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4.** This Ordinance shall be in full force and effect upon its passage and approval pursuant to law. This Ordinance shall be published in pamphlet form.

Passed this 5th day of July, 2011 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura B. Andersen	_____	_____	X_____	_____
Trustee Susan P. George	X_____	_____	_____	_____
Trustee Jim W. Kopec	X_____	_____	_____	_____
Trustee Al Lenkaitis, Jr.	X_____	_____	_____	_____
Trustee Mike D. Millette	X_____	_____	_____	_____
Trustee John Strauss	X_____	_____	_____	_____
President Patsy J. Smith	_____	_____	_____	_____

APPROVED THIS 11th DAY OF JULY, 2011

  
\_\_\_\_\_  
Patsy Smith, Village President

(SEAL)

ATTEST:

  
\_\_\_\_\_  
Carolyn Higgins, Village Clerk

**VILLAGE OF CAMPTON HILLS  
IDENTITY PROTECTION POLICY**

**STATEMENT OF PURPOSE  
FOR COLLECTION OR USE OF SOCIAL SECURITY NUMBERS  
(PURSUANT TO VILLAGE CODE SECTION 1-21-1)**

What does the Village of Campton Hills do with your Social Security Number?

The Illinois Identity Protection Act, 5 ILCS 179/1 et seq., requires each local governmental agency to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This Statement of Purpose is being provided to you because you have been asked by the Village of Campton Hills to provide your Social Security Number (or, because you requested a copy of this statement).

A. Why does the Village request your Social Security number? You are being asked for your SSN for one or more of the following reasons:

- Vendor services (such as executing contracts and/or billing)
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services
- Complaint investigation or mediation
- Crime victim compensation

Other uses may be designated by the Village from time to time, and this Statement of Purpose will be amended accordingly.

B. What does the Village do with your Social Security Number? The Village will use your SSN only for the purpose for which it was collected.

C. The Village will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

C. Questions or complaints about this Statement of Purpose should be addressed to the Village c/o Village Clerk at 40W115 Campton Crossings Drive, Unit B, Campton Hills, Illinois 60175.