



ORDINANCE NO. 824

AN ORDINANCE OF THE VILLAGE OF MACKINAW,
TAZEWELL COUNTY, ILLINOIS, ESTABLISHING POLICY
WITH REGARDS TO THE COLLECTION, USE AND
COMMUNICATION OF INDIVIDUALS SOCIAL SECURITY
NUMBERS.

Published in pamphlet form by authority of the Village President and
Board of Trustees of the Village of Mackinaw

May 11, 2011

STATE OF ILLINOIS)
COUNTY OF TAZEWELL) SS
VILLAGE OF MACKINAW)

CERTIFICATE OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Mackinaw, Tazewell County, Illinois (the "Issuer"), and as such official I am the keeper of the records and files of its President and Board of Trustees (the "Corporate Authorities").

I do further certify the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the 9TH day of May, 2011, insofar as same relates to the adoption of *Ordinance No. 824*, entitled:

"An Ordinance of the Village of Mackinaw, Tazewell County, Illinois, establishing policy with regard to the collection, use, and communication of individual's social security numbers."

A true, correct and complete copy of which ordinance (the "Preliminary Ordinance" or "Ordinance") as adopted at such meeting appears in the transcript of the minutes of such meeting. The Preliminary Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify the deliberations of the Corporate Authorities on the adoption of such Preliminary Ordinance were taken openly and was on the agenda at least 48 hours before the meeting at which it was adopted, that the adoption of such ordinance was duly moved and seconded, that the vote on the adoption of such ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such Act and such Code and their procedural rules in the adoption of such ordinance.

The pamphlet form of *Ordinance No.824*, including the ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted for public inspection in the municipal building, the Mackinaw United States Post Office, and the Mackinaw Library commencing on *May 11, 2011* and continuing for at least ten days thereafter. The original ordinance was adopted by the Board of Trustees of the Village of Mackinaw at a regular meeting, attended by six members of the Board, and approved by the President, as said Ordinance appears on file in my office and as the same is recorded in the Book of Ordinances of said Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the official seal of said Village of Mackinaw, Illinois, this 24th, May 2011..



Village Clerk

ORDINANCE NO 824

AN ORDINANCE ESTABLISHING POLICY WITH REGARD TO THE
COLLECTION, USE, AND COMMUNICATION OF INDIVIDUALS SOCIAL
SECURITY NUMBERS

WHEREAS, the Village of Mackinaw is a duly-organized Illinois Municipal Corporation existing within the State of Illinois;

WHEREAS, the Village is subject to the terms of the Illinois Identity Protection Act (Act) as amended from time to time;

WHEREAS, by Public Act 096-0874, the Act has been amended and now mandates that no later than June 1, 2011, all municipalities and public employees must adopt and have in place and practice a policy regarding the collection, use, and disclosure of individual's Social Security numbers;

WHEREAS, improper disclosure of protected personal identifiers such as social security numbers contributes to identity theft or theft of savings incidents;

WHEREAS, as it currently exists, the Village Code does conform to the Red Flag Identity Theft program, but contains no policy or directives specifically as to the proper procedure for collecting, using, and communicating Social Security numbers so as to prevent improper or accidental disclosure; and

WHEREAS, the Village President and Board of Trustees hereby find and determine that it is reasonable, necessary, desirable, and otherwise in the best interest of the Village to adopt policy rules to prevent unnecessary, improper, or inadvertent disclosure of an individual's Social Security number.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND
BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW, COUNTY OF
TAZEWELL, STATE OF ILLINOIS, AS FOLLOWS:

SECTION 1: The attached Guidelines for Social Security Numbers be and the same are hereby adopted as the rules for Social Security Numbers for the Village of Mackinaw.

Policy Relating to Social Security Numbers.

Approval and Adoption – In order to establish a policy and rules for the collection, use, and communication of Social Security numbers in compliance with the Act, the President and Village board of Trustees hereby approve and adopt a policy with regard to the collection, use, and communication of individual's Social Security numbers in substantially the same form as attached to this Ordinance, but subject to amendment from time-to-time as deemed necessary to maintain compliance with the Act.

Village of Mackinaw Policy with Regard to the Collection, Use and Communication of Individual's Social Security Numbers

This policy is to comply with Public Act 096-0874 of the State of Illinois, cited as the Identity Protection Act.

Definitions

1. "Person" means any individual in the employ of the Village of Mackinaw ("Village").
2. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

Prohibited Activities

- A. No office or employee of the Village shall do any of the following:
 1. Publicly post or publicly display in any manner an individual's social security number.
 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 his or her 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. Notwithstanding any provision in this Section to the contrary, 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 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 may permissibly be mailed under this Section may 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 otherwise provided in this policy, no officer or employee of the Village shall do any of the following:

security numbers that are stricter than the standards under this policy with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this policy, the stricter standards adopted by the Village shall control.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all officers and employees of the Village must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the village must redact social security numbers from the information or documents.

Applicability

- A. This policy does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- B. This policy does not apply to documents that are required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution or the State of Illinois.

Compliance with Federal Law

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the village shall follow that law.

Embedded Social Security Numbers

No officer or employee of the Village may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

Identity Protection Requirements

- A. All officers, employees and agents of the Village identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

**What does the Village of Mackinaw do with your Social Security Number?
Statement of Purpose for Collection of Social Security Numbers
Identity-Protection Policy**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, 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 Mackinaw to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child Support collection;
- Internal verification;
- Administrative services;
- And/or Other: _____

What do we do with your Social Security number?

- We will only use your SSN for the purpose for which it was collected.
- We 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.

Questions or Complaints about this Statement of Purpose

Write to the Village of Mackinaw:

Village of Mackinaw
Village Clerk's Office
P.O. Box 500
Mackinaw, IL 61755

VILLAGE OF MACKINAW
"Preserving the Past, Building for the Future"

100 E. Fast Ave.
Mackinaw, IL 61755-0500
E-MAIL: village@mackinawillinois.org

PHONE: 309-359-5821

FAX: 309-359-8704

I acknowledge that I received a copy of the Village of Mackinaw's Policy with Regard to the Collection, Use and Communication of Individual's Social Security Numbers. I have reviewed and understand the policy. I agree to follow and abide by this policy throughout my employment with the Village.



Print Name

Date



Signature