



City of Rochelle
City Clerk's Office

Memo

To: Meggon McKinley, Interim City Manager
From: Bruce W. McKinney, City Clerk
Date: May 13, 2011
Re: Identity Protection Policy

Identity Protection Act, 5 ILCS 179/1 went into effect on June 1, 2010. This law requires local governments to take certain action by June 1, 2011. This law also specifies that, beginning July 1, 2010, no person or local government may:

1. Publicly post or display in any manner an individual's social security number;
2. Print a social security number on any card required to access products or services provided by the public 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, unless required by law, with limited exceptions. Social security numbers may be included in forms related to the Unemployment Insurance Act; the Department of Revenue and other vary limited circumstances. When a social security number may be permissibly mailed, it cannot be printed on a postcard or other mailer.

In addition, beginning July 1, 2010, no person or local government may;

- a. Collect, use, or disclose a social security number unless (i) required to do so by law, (ii) the need and purpose for the social security number is documented before the collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose;
- b. Require an individual to use his or her social security number to access an Internet website;
- c. Us the social security number for any purpose other than the purpose for which it is collected.