

Social Security Number Privacy Policy

Pursuant to Michigan's Social Security Number Privacy Act ("Act"), (employer's name) will take measures reasonably necessary to ensure the confidentiality of its employees' social security numbers collected in the ordinary course of (Employer)'s business. Neither (Employer) nor any of its employees will unlawfully disclose the social security numbers obtained during the ordinary course of business. (Employer) will limit the access to information or documents containing social security numbers to those employees whose job description requires the use of social security numbers. Unless required by law or business necessity, (Employer) will also strictly limit the display of social security numbers on computer monitors or printed documents.

(Employer) will not use social security numbers, four or more consecutive numbers from a social security number, or a derivation of them, as personal identifiers, permits, licenses, primary account numbers, or similar uses unless authorized or required by state or federal law, court order, or pursuant to legal discovery. However, if (Employer) has been using a social security number, or four sequential numbers from a social security number, continuously and in the ordinary course of business as an identifier prior to the March 1, 2005, (Employer) may continue to do so. If (Employer) interrupts the continuous use of such a number as an identifier, (Employer) will then fully conform with the provisions of the Act.

(Employer) may use a social security number to perform an administrative duty related to employment, for example, to verify the identity of an individual, detect or prevent identity theft, investigate a credit, criminal, or driving history, enforce legal rights or obligations, or administer insurance or benefits programs.

(Employer) will retain an employee's social security number for the duration of the employee's employment and for a period of two years following the employee's termination, or a longer period if required by law. (Employer) will physically destroy documents that contain social security numbers but need to be discarded by shredding or other secure fashion. Social security numbers stored in a computer database which need to be removed will be deleted from all programs and processes pursuant to techniques and standards commonly used for such purposes.

Any employee of (Employer) who knowingly violates the provisions of the Act will be subject to (Employer)'s progressive disciplinary policy.

All provisions of this policy are subject to the language of the Act as effective March 1, 2005, and comply with the Federal Privacy Act of 1974.