

<b>NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE</b>	<b>6.81</b>
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I. Collection

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
  - a. Employment application and eligibility verification;
  - b. Criminal history checks;
  - c. Tax reporting;
  - d. Unemployment reports;
  - e. Retirement programs;
  - f. Workers' Compensation documents and reports;
  - g. Direct Deposit documents;
  - h. Insurance documents and reports;
  - i. Supplemental documents and reports;
  - j. Documents and reports as specifically required or authorized by local, State, and Federal agencies
- C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

IV. Release to Commercial Entities

- A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 119.071, 1001.43, 1012.23, F.S.

**HISTORY:** **ADOPTED: 8/11/2009**  
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