



State of Illinois
Department of Central Management Services

IDENTITY PROTECTION POLICY

Effective June 1, 2011

Version 1.0

State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

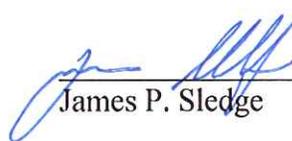
IDENTITY PROTECTION POLICY

Effective June 1, 2011

Version 1.0

APPROVAL SHEET

CMS Director:



James P. Sledge

Date: 5-31-11

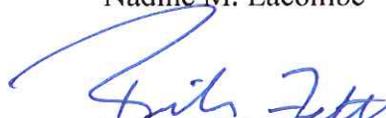
CMS General Counsel:



Nadine M. Lacombe

Date: 5.31.2011

CMS/BCCS Deputy Director:



Rich Fetter

Date: 5.25.11

CMS/BCCS Deputy General Counsel:



Daymon Ruttenberg

Date: 5.25.2011

Please Return to: CMS/BCCS
Deputy General Counsel
120 W. Jefferson
Springfield, IL 62702

Thank You.

TABLE OF CONTENTS

POLICY STATEMENT

PURPOSE

SCOPE

DEFINITIONS

RESPONSIBILITY

POLICY

REVISION HISTORY

Illinois Department of Central Management Services
Identity Protection Policy

POLICY STATEMENT

The State of Illinois (State), Department of Central Management Services (CMS) will manage information containing social security numbers in accordance with the Identity Protection Act (5 ILCS 179).

PURPOSE

To provide for the efficient, consistent and effective management of information containing social security numbers so that such information is protected from unauthorized disclosure.

SCOPE

This policy applies to all information containing social security numbers and to all employees having access to such information. The terms of this policy do not supersede any state or federal laws.

DEFINITIONS

Definitions for terms used in this policy can be found in the *BCCS Terminology Glossary* located at <http://www.intra.state.il.us/security/>. The terms and definitions listed below are meaningful for this policy. In the event of a conflict between the definition in the *BCCS Terminology Glossary* and the definition contained in this policy, the definition below shall control for this Policy.

Identity Protection Act: An Act seeking to protect the identity of individuals by defining permissible and prohibited practices in the collection, use, and handling of social security numbers by the agencies of the State. Full text of the Act can be found at 5 ILCS 179.

Social Security Number Protection Task Force: A task force created to examine procedures used by the State to protect an individual against the unauthorized disclosure of his or her social security numbers when the State requires the individual to provide his or her social security numbers to an officer or agency of the State. Further information is provided at 20 ILCS 4040/1 *et seq.*

Applicable Agency: An agency that has not developed its own Identity Protection Policy and, as a result, is subject to this policy, or an agency that chooses to adopt this policy.

RESPONSIBILITY

CMS, or Applicable Agency, is responsible for management of information containing social security numbers consistent with the Identity Protection Act.

CMS is responsible for appropriate training of CMS employees having access to information containing social security numbers.

Applicable Agency is responsible for appropriate training of Applicable Agency employees having access to information containing social security numbers.

Illinois Department of Central Management Services
Identity Protection Policy

POLICY

1. This policy is enacted and established pursuant to the Identity Protection Act, 5 ILCS 179/1.
2. All employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on proper handling of information that contains social security numbers from the time frame of collection through the destruction of the information.
3. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
4. Social security numbers requested from an individual shall be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
5. When collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which CMS, or Applicable Agency, is collecting and using the social security number shall be provided.
6. CMS, or Applicable Agency, shall work toward eliminating the unnecessary collection and handling of social security numbers.

Revision History

Created: May, 2011
Reviewed: May, 2011
Effective: June 1, 2011