

# ITASCA COMMUNITY LIBRARY

## STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act 5 ILCS 179/1 *et seq.*, requires each unit of local government to 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).

The statement of purpose is being provided to you because you have been asked by Itasca Community Library (ICL) to provide your SSN or because you requested a copy of this statement.

### Why does ICL collect you 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 does ICL do with your Social Security Number?

We will only use your SSN for the purpose(s) 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 to your SSN.

### Questions or Complaints about this Statement of Purpose

Write to the Itasca Community Library, Attn: Library Director

Board Approved 2/15/2011