



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE**

SUBJECT: SOCIAL SECURITY NUMBER PRIVACY **Number: 01-018**
Date: January 10, 2006 **Page 1 of 2**
Revised: NEW

Authority: Social Security Number Privacy Act, 454 P.A. 2004, MCL §445.84; State of Michigan DMB Financial Management Guide Chapter 2, Section 100.

<< STATEMENT OF POLICY >>

Section 4 of the Michigan Social Security Number Privacy Act requires all state departments and agencies to individually adopt and publish a policy related to privacy of social security numbers by the Act's effective date of January 1, 2006. As required by MCL §445.84, the Department of Environmental Quality (DEQ) adopts this social security number privacy policy.

<< PROCEDURE >>

The DEQ will ensure to the extent practicable the confidentiality of social security numbers held by the DEQ. Social security numbers will not be disclosed to those outside the DEQ, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access. Documents containing social security numbers shall be stored in a secure manner and disposed of through methods that maintain the privacy of the social security number (e.g. redaction or shredding).

More than four sequential digits of a social security number will not be publicly displayed; used as an account number, password, or identifier; or included in or on any document sent outside the department, except as authorized by law. Social security numbers may be disclosed to verify employment, reply to requests for unemployment benefits, or respond to inquiries from third parties, only when authorized in writing by an employee. Social security numbers may be requested, as required by program or administrative area and permitted by law, to process employment, permit or dry cleaning license applications, invoices, reimbursements or other forms of payments; and to approve above or underground tank registration forms.



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Nothing in this policy shall prohibit the lawful use of all or more than four (4) sequential digits of a social security number by licensed law enforcement personnel conducting authorized criminal investigations.

Violation of this policy may result in discipline, up to and including dismissal. Violation of Social Security Number Privacy Act, 454 P.A. 2004, MCL § 445.81-445.87, is a misdemeanor offense, punishable by fine, imprisonment or both.

Approved: _____ Date: _____