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|  | Effective Date: | 09-12-2011 |
| | Policy #: | G-22 |
| | Supersedes: | 01-01-2006 |
| Subject Information Privacy and Security - Social Security Number | Page: | 1 of 1 |

PURPOSE

As required by MCL [445.84](#), The Department of Licensing and Regulatory Affairs (LARA) ensures the privacy of its employees and customers.

POLICY

LARA will ensure, to the extent practicable, the confidentiality of social security numbers held by this Department. Social security numbers will not be disclosed to those outside LARA except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.

PROCEDURES

If a social security match is required, not more than four sequential digits of a social security number will be shared, used as an identifier or included in or on any document sent outside LARA except as authorized by law. Social Security numbers should not be used for an account number or password.

Any documents containing social security numbers are to be shredded when disposed.

ENFORCEMENT

Violations of this policy may result in discipline up to and including dismissal. Employees who violate the Socials Security Privacy Act, 454 P.A. 2004 MCL 445.81-445.87, also may be subject to fines and imprisonment.