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Operational Services

<u>Exhibit - Statement for Employee Manual or District Website Describing the District's</u> Purpose for Collecting Social Security Numbers

The School District treats social security numbers (SSNs) confidentially. It uses SSNs for one or more of the following reasons:

- 1. Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
- 2. Verifying enrollment in various benefit programs, e.g., medical or disability insurance and veterans' programs.
- 3. Filing insurance claims.
- 4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

- 1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
- 2. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and
- 3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact [insert contact information].