

Social Security Number Protection Policy

New Hartford Public Library will not, except where required by law, do any of the following:

1. Publicly display or post an employee's social security number.
2. Visibly print a social security number on an identification badge or card, including any time card.
3. Place a social security number in a file with unrestricted access.
4. Communicate an employee's personal identifying information to the general public. For the purpose of this section, personal identifying information shall include social security number, home address or telephone number, personal electronic mail address, Internet identification or password, parent's surname prior to marriage, or driver's license number.

In addition, files containing social security numbers will be kept in locked file cabinets with limited access.

Approved: October 17, 2018