

VILLAGE OF ANTIOCH

11-06-05

**AN ORDINANCE ESTABLISHING POLICY WITH REGARD TO THE COLLECTION, USE
AND COMMUNICATION OF SOCIAL SECURITY NUMBERS FOR THE VILLAGE OF
ANTIOCH, LAKE COUNTY, ILLINOIS**

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES

OF THE

VILLAGE OF ANTIOCH, ILLINOIS

ON

June 6, 2011

**Published in pamphlet form by authority of the Village Board
of the Village of Antioch, Lake County, Illinois,
this 9th day of June, 2011.**

LAWRENCE M. HANSON	President	DENNIS B. CROSBY	Trustee
CANDI L. ROWE	Clerk	MARY C. DOMINIAK	Trustee
		JAY JOZWIAK	Trustee
		SCOTT A. PIERCE	Trustee
ROBERT J. LONG	Attorney	TED P. POULOS	Trustee
		GEORGE C. SAKAS	Trustee

ORDINANCE NO. 11-06-05

AN ORDINANCE ESTABLISHING POLICY WITH REGARD TO THE COLLECTION, USE AND COMMUNICATION OF SOCIAL SECURITY NUMBERS FOR THE VILLAGE OF ANTIOCH, LAKE COUNTY, ILLINOIS

WHEREAS, the Village of Antioch (Village) is a duly-organized Illinois Municipal Corporation existing within the State of Illinois;

WHEREAS, the Village is subject to the terms of the Illinois Identity Protection Act (Act) as amended from time-to-time;

WHEREAS, by Public Act 096-0874, the Act has been amended and now mandates that no later than July 1, 2011, all municipalities must adopt and have in place and practice a policy regarding the collection, use and disclosure of social security numbers;

WHEREAS, improper disclosure of protected personal identifiers such as social security numbers contributes to identity theft or theft of savings incidents;

WHEREAS, as it currently exists there is no policy or directives as to the proper procedure for collecting, using and communication social security numbers so as to prevent improper or accidental disclosure; and

WHEREAS, the President and Village Board hereby find and determine that is reasonable, necessary, desirable and otherwise in the best interest for the Village to adopt policy rules to prevent unnecessary, improper or inadvertent disclosure of a social security number.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees for the Village of Antioch, Lake County, Illinois as follows:

SECTION 1: The above-stated recitals are incorporated herein by reference.

SECTION 2: In order to establish a policy and rules for the collection, use and communication of social security numbers in compliance with the Act, the President and Board of Trustees hereby approve and adopt a policy with regard to the collection, use and communication of social security numbers in substantially the same form as attached in Exhibit A of this Ordinance, but subject to amendment from time-to-time as deemed necessary to maintain compliance with the Act.

SECTION 3: That if any section, paragraph, subdivision, clause, sentence or provision of this ordinance shall be adjudged by any court to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval and posting in pamphlet form as approved by law.

PASSED this 6th day of June, 2011.


Ayes: 6: Pierce, Sakas, Poulos, Crosby, Dominiak and Jozwiak.

Nays: 0.

Absent: 0.

Abstain: 0.

Approved this 6th day of June, 2011.



Lawrence M. Hanson, Mayor

ATTEST:



Candi L. Rowe, Village Clerk



Village of Antioch

Section: 6.8

Title: Identity Protection Policy

Original Approval Date: 06/06/11

Approved by: Ordinance No. 11-06-05

Revision Approval Date:

Approved by:

Policy

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the "Act"), which requires all local government agencies to draft and approve an identity-protection policy.

Procedures

In conformance with the provisions of said Act:

1. All employees who have access to social security numbers in the course of performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers may access such information or documents.
3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used.
5. This policy shall be made available to any member of the public upon request.
6. Any amendment to this policy after its initial adoption shall be filed with the Board of Trustees of the Village of Antioch and a copy of the amended policy shall be made available to Village of Antioch employees.

Violation of the provisions of this policy by employees of the Village of Antioch shall be grounds for discipline up to and including dismissal.

I have read and understand the Village of Antioch Identity-Protection Policy.

Employee Name

Employee Signature

Date:

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATE

I, Candi L. Rowe, certify that I am the duly appointed Municipal Clerk of the Village of Antioch, Lake County, Illinois.

I certify that on June 6, 2011, the Corporate Authorities of such municipality passed and approved Ordinance No. 11-06-05, entitled "***AN ORDINANCE ESTABLISHING POLICY WITH REGARD TO THE COLLECTION, USE AND COMMUNICATION OF SOCIAL SECURITY NUMBERS FOR THE VILLAGE OF ANTIOCH, LAKE COUNTY, ILLINOIS***" which provided by its terms that it should be published in pamphlet form.

The pamphlet form of **Ordinance No. 11-06-05**, including the Ordinance and cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on June 9, 2011, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Antioch, Illinois, this 9th day of June, 2011.



Candi L. Rowe, Village Clerk

