

CITY OF DUNES CITY
LANE COUNTY, OREGON

RESOLUTION SERIES 2017, NO. 6 (3-9-2017)

A RESOLUTION ADDING A NEW PARAGRAPH Q. UNDER THE MISCELLANEOUS
POLICIES SECTION OF THE PERSONNEL HANDBOOK ENTITLED
“SAFEGUARDING SOCIAL SECURITY NUMBERS.”

WHEREAS, the Federal Trade Commission estimates that as many as Nine (9) million Americans have their identities stolen each year; and

WHEREAS, the City of Dunes City maintains many records, including Social Security Numbers (SSNs), which are of great value to those who would engage in identify theft; and

WHEREAS, it is critical for the City to safeguard the collection, maintenance handling, sharing and destruction of personal information contained in personnel files so that employees do not become the victims of identity theft and that the City is at minimal risk of liability for unauthorized access, breach or theft of personal and confidential information; and

WHEREAS, the Dunes City Council believes it is in the best interests of the City and the City’s employees for a policy regarding the collection, maintenance, handling, sharing and destruction of personal information, and specifically SSNs to be included in the City’s Personnel Handbook.

NOW, THEREFORE, the City of Dunes City hereby resolves as follows:

That the language contained in Exhibit A. attached hereto and incorporated by reference herein, identified as new paragraph Q., entitled “Safeguarding Social Security Numbers,” be added to the Miscellaneous Policies section of the Dunes City Personnel Handbook, and shall take effect immediately.

ADOPTED BY THE DUNES CITY COUNCIL THIS 9th DAY OF March, 2017.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 2 Vacant: 0



Sheldon Meyer, Council President

ATTEST:


Jamie Mills, City Administrator

EXHIBIT A.

Q. Safeguarding Social Security Numbers

It is the policy of Dunes City to protect the confidentiality of its employees' and applicants' Social Security numbers (SSNs) obtained and used in the course of business. All executives, managers and employees are expected to adhere to this policy. Any employee violating the provisions of this policy will be disciplined in accordance with company policy, up to and including termination.

1. Procedure. SSNs will be collected from applicants and employees as required to meet federal or state reporting requirements. These purposes include:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting
- To facilitate enrollment in company benefits plans.

SSNs may also be collected from creditors, suppliers or independent contractors where no tax identification of employer identification number is accessible. SSNs so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

2. Use of SSNs. Except for verification and reporting uses for the above referenced reasons, no SSN or portion of an SSN will be used in the conduct of the City's business. In addition:

- No SSN or portion of an SSN will be permitted to be used for identification badges, parking permits, timecards, employee rosters, employee identification records, computer passwords, company account records, licenses, agreements or contracts.
- No SSN or portion of an SSN will be used in open computer transmissions or company distributions or through the company intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefits plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

3. Storage of SSNs. All documents containing SSNs should be stored in locked, secured areas. All computer applications containing SSNs should be maintained on secured, authorized-access computer stations only.

4. Access to SSNs. Only persons who have a legitimate business reason will have access to SSNs. Such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and

employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

5. Destruction of SSNs. Records that include SSNs will be maintained in accordance with federal and state law. When such documents are released for destruction, the records will be destroyed by shredding.

6. State Laws. If this policy, or any part thereof, conflicts with Oregon law the state law should supersede this policy, or the relevant portion thereof.