Personnel

Social Security Number Policy

The Adrian Public School District recognizes that it collects and maintains Social Security Numbers of employees, students, and other individuals in the ordinary course of business. The Adrian Public Schools Social Security Number Privacy Policy is enacted to ensure that the necessary procedures, awareness, and enforcement mechanisms are in place to safeguard confidential information and documents and ensure compliance with the Michigan Social Security Number Privacy Act (the “Act”), MCL 445.81 et.seq.

Any questions concerning Social Security Number Privacy Requirements should be directed to the Human Resources Manager. Pursuant to the Act, this policy will be published in the Adrian Public School’s relevant employee handbooks and manuals.

Definitions

A. “Act” means the Social Security Number Privacy Act, MCL 445.81 et.seq.

B. “Covered Individual” means all [School District] employees, students, vendors, contractors, or other associated individuals.

C. “[School District]” means Adrian Public Schools. This policy shall be implemented by the Human Resources Manager or his/her designee.

D. “Mailed” means delivered by United States mail or other delivery service that does not require a recipient’s signature of actual receipt.

E. “Public Display” means to exhibit, hold up, post, make visible, or set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner.
F. "Secure Fashion" means in the context of storage or destruction of paper and electronic documents, a method that defeats both casual and deliberate attempts at theft. This includes but is not limited to the shredding of documents containing Social Security Numbers, or the use of "confidential" recycling or wastepaper bins. For electronic documents, destruction shall include either the explicit deletion of documents or storage on a device protected by a password security system.

Policy Adopted: February 6, 2006