

## **Identity Protection and Personal Information Protection**

(Issued 09-01-11, Directive 11-08)

Date Reviewed: 9/01/11

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### **PURPOSE**

This directive establishes an identity-protection policy to ensure the safe keeping of confidential and sensitive information concerning the personal identities of employees, vendors, and others.

### Authority

In fulfilling its mission, duties, and responsibilities, the Illinois Department of Public Health (IDPH) occasionally collects and utilizes confidential and sensitive information concerning the personal identities of employees, vendors, and others. The IDPH will manage this personal identity information in accordance with the Identity Protection Act (5 ILCS 179/1 et seq.) and Personal Information Protection Act (815 ILCS 530/1 et seq.).

### Scope

Section 5 of the Personal Information Protection Act (815 ILCS 530/5) identifies personal identity information as an individual's name in combination with one of the following identifiers: social security number, driver's license number or state identification card number, or account or credit/debit card number.

It is the policy of the IDPH that the personal identity information of employees, vendors and other individuals shall be used only for the purpose of conducting official state business. In no case shall IDPH employees, vendors, or agents use personal identity information for personal profit or entertainment.

Any personal identity information obtained must be secured in a manner that prevents any public release (e.g., redaction, masked). The determinations to be made in accordance with this policy are subject to the requirements of state and federal law, rules and regulations.

### Responsibility

Only employees who are required to use or handle information or documents that contain confidential information should have access to it. If an employee becomes aware of a possible breach, meaning that personal identity information may have been disclosed without being redacted, encrypted, or otherwise protected before exposure, the employee should immediately contact his/her direct supervisor, who will, in turn, contact IDPH's General Counsel. Employees should not attempt to correct the breach themselves.

Each Office, Division and Program in the IDPH will also be required to identify the employees who are authorized to use or handle information or documents containing personal identity information. Each Office, Division and Program in the IDPH will deliver training to their staff regarding proper identification and protection of personal identity information, from time of collection through proper destruction. All employees who are required to use or handle personal identity information in the course of performing their duties must receive such training.

If, in fulfilling the duties and responsibilities of the IDPH, it becomes necessary to collect personal information, a statement of what the purpose of collection is should be provided to the party submitting the personal information. Further, if the collected personal information is to be disclosed to an agent, contractor or subcontractor to fulfill the duties and responsibilities of the IDPH, the contractor or subcontractor must first submit a statement or policy to the IDPH stating how he/she will follow the requirements of the Identity Protection Act.

In the event of a security breach, the IDPH will provide notice of the breach in a timely manner without unreasonable delay. Notification will be done through written notice, electronic notice, or substitute notice, as determined by the Personal Information Protection Act.

Employees who violate this policy are subject to disciplinary action, up to and including discharge.

## Public Notice Information

1. Forms, documents and online registration systems used to collect personal identity information will use the language included below.

“The State of Illinois is required by federal law to report income, along with social security numbers (SSNs), for all employees to whom compensation is paid. Employee SSNs are maintained and used by the IDPH for payroll, reporting and benefits purposes. The IDPH will not disclose an employee’s SSN without the consent of the employee to anyone outside the IDPH, except as mandated by law or required for benefit purposes.”

2. The statement below is required to be included on forms and documents provided by the IDPH when personal information is being requested.

“The Illinois Department of Public Health (IDPH) is committed to protecting the privacy of personal information in its possession. At times, and as needed to administer its programs, the IDPH will request social security numbers (SSNs) or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, grants. IDPH also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from participation in and benefits from programs administered by the IDPH as a result of state or federal laws, rules and regulations.”

## Delegation of Authority

The IDPH General Counsel is hereby delegated the authorities to issue such guidelines as are necessary to ensure the implementation of this Directive.