Pentwater District Library

Social Security Number Privacy Policy

The Pentwater District Library, as required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81, et seq., will protect the confidentiality of the Social Security numbers obtained in the ordinary course of business from employees, vendors, contractors, and others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Library obtains or possesses except in accordance with the Act and this Privacy Policy.

Social Security numbers shall not be requested from, maintained, or used in any way with regard to Library patrons.

In regard to Library employees, Social Security numbers will be collected only where required by federal and state law, or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Library employee benefit plan.

Approved by the Pentwater District Library Board of Trustees on _____.