

**Attachment to Resolution No. 2011-0401**

**What does the City of Champaign Township do with your Social Security Number?**

Statement of Purpose for Collection of Social Security Numbers  
Identity-Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN).

This statement of purpose is being provided to you because you have been asked by the City of Champaign Township to provide your SSN or because you requested a copy of this statement.

**Why do we collect your Social Security number?**

You are being asked for your SSN for one or more of the following reasons:

- Administrative services
  - Complaint mediation or investigation;
  - Law enforcement investigation;
  - Vendor services, such as executing contracts and/or billing;
  - Internal verification; and/or
  - Other:
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**What do we do with your Social Security number?**

- We will only use your SSN for the purpose for which it was collected.
- We will not:
  - o Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - o Publicly post or publicly display your SSN;
  - o Print your SSN on any card required for you to access our services;
  - o Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - o Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

These prohibitions do not apply in the following circumstances:

- (1) The disclosure of Social Security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes.
- (5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

**Questions or Complaints about this Statement of Purpose:**

Write to:

City of Champaign Township  
603 South Randolph Street  
Champaign, IL 61820