



Illinois Department of Corrections

Administrative Directive

Number: 01.02.108	Title: Identity Protection	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.02.108 effective 4/1/2021

Authority: 5 ILCS 179/1 et seq.	Related ACA Standards: 5-ACI-1C-20, 23; 5-ACI-1E-05, 5-ACI-1F-01-02, 06, 08
Referenced Policies:	Referenced Forms: DOC 0394 – Statement of Purpose for the Collection of Protected Identity Information

I. POLICY

The Department shall ensure the confidentiality and integrity of Social Security numbers collected, maintained and used and shall comply with all provisions of the Identity Protection Act.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures for the collection, use and distribution of Social Security numbers to ensure identity protection is provided.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Social Security numbers shall only be requested when required in the performance of authorized operations of the Department.
2. Access to information or documents that contain Social Security numbers shall be limited to employees whose access is required in the course of their official duties.
3. The Department shall maintain the privacy of Social Security numbers obtained and shall not disclose the Social Security number of any individual unless otherwise necessary for the performance of authorized operations.
4. Social Security numbers shall be collected only in a manner that allows for easy redaction if the document is required to be released as part of a public record request.

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5. Employees found non-compliant with the guidelines established herein shall be subject to discipline up to and including discharge.

F. Training

1. The Office of Staff Development and Training shall develop course materials relevant to identity protection, including, but not limited to, instruction on proper handling procedures to protect confidentiality and procedures for communication of purpose(s) for collection.
2. All staff shall be trained on the Department's policy for identity protection and the requirements of the Identity Protection Act during pre-service orientation training. Course material shall be reviewed annually during cycle training.

G. Requirements

1. In accordance with the Identity Protection Act:
 - a. Social Security numbers may be collected for authorized purposes including:
 - (1) Performance of necessary duties of the Department provided the need for obtaining the Social Security number has been documented and the collection is relevant to the need;
 - (2) To ensure the safety and security of employees, individuals in custody or other persons having access to a Department office, facility or program site;
 - (3) To obtain internal verification or for administrative purposes;
 - (4) To investigate or prevent fraud, to conduct background checks, to collect a debt, to locate a lost relative or person who is due unclaimed property; or
 - (5) As otherwise required by State or federal law, rules or regulations.
 - b. Social Security numbers shall not be:
 - (1) Publically posted or publically displayed or in any way intentionally be made available to the general public.
 - (2) Printed on any form of identification provided by the Department for use in obtaining goods or services.
 - (3) Required to be transmitted electronically unless using a secure connection or the Social Security number is encrypted.
 - (4) Printed on any document delivered via mail, including, but not limited to, U.S. Postal Service, private mail service or electronic mail. Exceptions shall include:
 - (a) Where submission of the Social Security number is required by State or federal law.
 - (b) Applications and forms:
 - i. Utilized in the administration of the Unemployment Insurance Act.

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- ii. In connection with any tax administered by the Department of Revenue.
- iii. Used for application or enrollment process.
- iv. Used to establish or terminate an account, contract or policy.
- v. Utilized to confirm the accuracy of the Social Security number.

NOTE: All documents in exception under this subpart shall be required to be mailed in an envelope whereby the Social Security number is not visible without the envelope being opened.

c. Social Security numbers may be disclosed:

- (1) Pursuant to a court order, writ, warrant or subpoena.
- (2) For the collection of delinquent child support or any State debt.
- (3) To a government agency to assist in an official investigation or the prevention of fraud.
- (4) To agents, employees, contractors or subcontractors of a government entity if disclosure is necessary for the entity to carry out its duties and responsibilities.

NOTE: If disclosure is to a contractor or subcontractor of a government entity, disclosure shall only be made after receipt of a copy of the contractor or subcontractor's policy on identity protection and the requirements imposed by the Identity Protection Act.

- 2. The use of a Social Security number for purposes other than those under which it was obtained shall be prohibited.
- 3. A Statement of Purpose for the Collection of Protected Identity Information, DOC 0394, shall be made available, upon request, to any person from whom the Department has requested his or her Social Security number.
- 4. When dissemination of any document to persons or entities outside of the Department is required pursuant to State or federal law that allows for public inspection and copying, any Social Security number contained therein shall be redacted prior to inspection or submission.