



Illinois Department of Corrections

Administrative Directive

Number: 01.02.113	Title: Personal Information Protection	Effective: 3/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.02.113 effective 3/1/2021

Authority: 815 ILCS 530/5, 530/12	Related ACA Standards: 5-ACI-1C-20,23; 5-ACI-1E-05, 5-ACI-1F-01,08; 5-ACI-6A-13,16,28; 5-ACI-6B-12; 5-ACI-6C-03,11; 5-ACI-6D-02,06; 5-ACI-7B-14
Referenced Policies: 01.02.108	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 personal information collected, maintained and used and shall comply with all provisions of the Personal Information Protection Act.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures for the collection, use and distribution of personal information 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. Definitions

Personal information – a username or email address in combination with a password or security question and an answer that would permit access to, including but not limited to:

1. Social Security number.
2. Driver's license number or State ID number.
3. Any credit, debit or account number or password security codes that would permit access to an individual's financial account.
4. Medical or Mental Health information

	Illinois Department of Corrections Administrative Directive	Page 2 of 4
Number: 01.02.113	Title: Personal Information Protection	Effective: 3/1/2022

5. Health insurance information.
6. Unique biometric data generated from measurements or analysis of the human body (fingerprints, retina or iris image, etc.).
7. Confidential background history or juvenile criminal history.

F. General Provisions

1. Personal information shall only be requested when required in the performance of authorized operations of the Department.
2. Access to information or documents that contain personal information shall be limited to employees whose access is required during the course of their official duties.
3. The Department shall maintain the privacy of personal information obtained and shall not disclose any information of an individual unless otherwise necessary for the performance of authorized operations or required by law.
4. Personal information shall be collected in a manner that allows for easy redaction if the document is required to be released as part of a public record request.
5. Employees found non-compliant with the guidelines established herein shall be subject to discipline up to and including discharge.

NOTE: All collection, use and distribution of Social Security numbers shall be in accordance with Administrative Directive 01.02.108.

G. Training

1. The Office of Staff Development and Training shall develop course materials relevant to personal information 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 personal information protection and the requirements of the Personal Information Protection Act during pre-service orientation training. Course material shall be reviewed annually during cycle training.

H. Requirements

1. In accordance with the Personal Information Protection Act:
 - a. The Department shall dispose of any personal data or written material it has collected in such a manner as to ensure the security and confidentiality of the material.
 - b. The Department shall notify the affected employees or individuals in custody in writing in the most expedient time possible and without unreasonable delay that there has been a breach of the security of the system data or written material following the discovery or notification of the breach.
 - c. The Department shall submit a report within five business days of the discovery or notification of a breach to the General Assembly listing the breaches and outlining any corrective measures that have been taken to prevent future breaches.
 - d. Personal information may be collected for authorized purposes including:

	Illinois Department of Corrections Administrative Directive	Page 3 of 4
Number: 01.02.113	Title: Personal Information Protection	Effective: 3/1/2022

- (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.

e. Personal Information shall not be:

- (1) Posted, displayed or intentionally 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.
 - ii. Connected 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.

f. Personal information 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.

	Illinois Department of Corrections Administrative Directive	Page 4 of 4
Number: 01.02.113	Title: Personal Information Protection	Effective: 3/1/2022

- (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 personal information 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.
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