



# PIMA COUNTY, ARIZONA

## BOARD OF SUPERVISORS POLICY

Subject:

**SOLICITING SOCIAL SECURITY NUMBERS**

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Purpose

To ensure that Pima County is in compliance with the Privacy Act of 1974 when soliciting social security numbers from employees and the general public.

Background

Section 7 of the Privacy Act of 1974 prohibits local governments from withholding a right, benefit, or privilege from a person simply because the person refuses to provide a Social Security Number (SSN), except where required by Federal law or where the system of records that includes the use of SSNs was in use prior to 1975, and such disclosure was required under statute or regulation to verify identity. A local government which requests an individual to disclose his or her social security number shall inform that individual whether that disclosure is mandatory or voluntary, by what statute or other authority such number is solicited, and what use will be made of it.

Policy

1. For Employees:

- A. At the time of initial hire, new employees must be provided a copy of the Privacy Disclosure Notice for Employees explaining its mandatory requirement for tax purposes as found in United States Code (26 USC §6051).
- B. On all documents including those requiring maintenance in the official personnel, worker's compensation, financial, medical, retirement or benefits files, where practical, you are encouraged to use the employee identification number (EIN), or else you must state directly on the form that the request for the SSN is voluntary, its intended use and its authority, or you may attach the Privacy Disclosure Notice specific to your request.
- C. For new, open and changes to enrollment, the Privacy Act Disclosure Notice for County Benefits must accompany the enrollment form.

2. For the General Public

When soliciting the SSN, a disclosure statement must be contained on the form or the individual must be provided a copy of a specific Privacy Disclosure Notice for the individual's use. Where requests are mandated by a specific statute or Executive Order by the President of the United States, the statute or order must be cited as well as the intended use of the SSN. If there is no specific statute or order, then the request is voluntary and services must be provided even when the number is not provided.

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3. The County Administrator is directed to institute procedures or other directives holding appointing authorities accountable for their adherence to the Privacy Act of 1974.

**Responsible Departments**

1. County Administrator
2. All County Departments

**Effective Date: April 3, 2001**