



**Policy: 11.16**

**SUBJECT: SOCIAL SECURITY NUMBER CONFIDENTIALITY**

**Supersedes:**

**Effective:** October 5, 2009

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**Approved by:** Detroit Board of Education

## **1.0 Policy**

It is the policy of the Detroit Board of Education to take all measures possible to ensure the confidentiality of a person's social security number as required in MCLA § 445.83

### **1.1 USE OF SOCIAL SECURITY NUMBER**

- A. A Board member, employee, student, or other person shall not publicly display more than four (4) sequential numbers of a person's social security number. This applies to identification badges, membership card, permits, internet access, etc.

### **1.2 EXCEPTIONS**

- A. Authorization required by court order or rule or pursuant to legal discovery or process;
- B. Administrative use during the ordinary course of business to verify an individual's identity;
- C. To Detect, prevent or deter identity theft; or
- D. Child support obligations as defined by statute.

**Attachments to Policy \_\_\_:** None

**See also:** None

**Legal References:** MCLA § 445.81 – 445.87

**Labor Contract References:** None