



To: All
From: Jay M. Evans, City Manager
Subject: Directive regarding the collection of Social Security Numbers
Date: February 12, 2008

Attached is a copy of the Social Security Number Collection Policy as amended on February 11, 2008. This directive is supplemental to that policy.

Each person who gives a City employee their social security number **MUST** be given the Social Security Number Collection Policy. Each person who gives us their SSN in person must sign a statement that they received this policy. This can be an individual form, or a log-type of form with the statement at the top and multiple signature blanks below. The form must include blanks for the person to sign their name, print their name, and provide the date. The signed forms must be kept on file in the department.

The statement should read as follows: "I hereby acknowledge that I have been provided a copy of the Social Security Number Collection Policy of the City of Leesburg".

Each person providing a Social Security Number over the telephone or electronically shall be mailed a copy of the Social Security Number Collection Policy. We will NOT attempt to get a signed confirmation from these individuals. If the customer who provides the SSN electronically is required to view the policy and select "I Agree" or similar as a condition of proceeding through the online system, then it shall not be necessary to mail a copy of the policy.

For Social Security Number Collection by telephone, the following must be completed:

(1) Prior to requesting the Social Security Number, read the following disclaimer

"The City of Leesburg will not disclose your Social Security Number to any third party, unless required by law, including, but not limited to commercial entities engaged in the performance of commercial activities as defined by Chapter 119 of the Florida Statutes"

(2) Advise the person giving the Social Security Number they will receive the SSN Policy in the mail.

CITY OF LEESBURG, FLORIDA SOCIAL SECURITY NUMBER COLLECTION POLICY

Florida Statute 119.071(5) provides that a “commercial entity” engaged in performance of a “commercial activity” may access Social Security numbers through a public records request under specified conditions. The statute provides definitions of “commercial entity” and “commercial activity” and provides a list of requirements the commercial entity must meet in order to access Social Security numbers.

The City of Leesburg, Florida is required to have a written Social Security number collection policy. This policy must be provided to an individual when the City of Leesburg collects that individual’s Social Security number.

Social Security numbers collected by an agency may not be used by the agency for any purpose other than the purpose provided in the written statement.

All public records requests for Social Security numbers must be referred to the City Clerk.

The City of Leesburg, Florida, collects your social security number for any of the following purposes:

- (1) Classification of accounts, Identification and verification, Credit worthiness, Billing and payments, Data collection, reconciliation, tracking benefit processing, tax reporting;
- (2) To facilitate collection of debts on past due accounts including utility accounts;
- (3) To conduct credit checks on potential utility customers
- (4) To verify identity
- (5) To render IRS Form 1099 to persons for whom Federal law requires the City to issue that form;
- (6) To conduct background checks on possible vendors, employees, or independent contractors
- (7) To complete fingerprint cards as necessary
- (8) For arrest warrants or affidavits
- (9) For issuance of taxi or peddler/solicitor permits
- (10) For checks and confirmations of warrants
- (11) For suspect reports
- (12) For credit counseling
- (13) For mortgage applications
- (14) For SHIP applications for down payment assistance through Lake County
- (15) For the following purposes related to Human Resources Department:
 - a. Applicant Tracking
 - b. Child Support Enforcement
 - c. Internal Revenue Service Levies
 - d. Savings Bonds
 - e. Insurance coverage
 - f. Payroll deductions
 - g. Employee evaluations
 - h. Pension and benefits
 - i. Workers Compensation
 - j. Verification of employment
 - k. ICMA (International City Manager Association) Pension or Benefit payments
 - l. Unemployment taxes and quarterly reports
 - m. Collection and remittance of taxes
 - n. Personnel Identification
 - o. Computer Purchase Agreements
 - p. Family Medical Leave Act paperwork
 - q. General Personnel Matters

Social Security numbers are also used as a unique numeric identifier and may be used for search purposes. Social Security numbers will not be disseminated to the public except as provided by applicable State of Florida and Federal law as now in effect or as hereafter amended.