

**4G | Identity Protection****Revised:** 6/12/19**Purpose**

In order to protect the identities of all Library users, visitors, volunteers, and personnel or prospective personnel: sensitive personal information (e.g. Social Security numbers) will not be collected or required from individuals except in relevant instances, such as during the hiring process.

**Scope**

Under no circumstances are Library staff allowed to collect or disclose this information, except by authorized staff for internal verification or administrative practices, including: background checks, payroll, benefits administration, recording, and pension purposes.

Access to documents containing sensitive personal information will be restricted only to those whose job functions require they have access and those employees will undergo regular training on handling sensitive data.

**Adopted:** 9/8/10**Revised/Reviewed:** 12/8/21, 5/9/12