

1 **8351 CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS**

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3 **(1) INTRODUCTION.**

4 This policy governs the use of social security numbers (SSNs) at Pinellas County Schools and recognizes
5 the use of the Local Student ID and Employee Identification Number as the primary identification number
6 for students and employees, respectively. The district is committed to maintaining the privacy and
7 confidentiality of an individual's SSN. Therefore, the use of the SSN as an identification number within the
8 district shall be limited.

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10 **(2) POLICY.**

11 (a) Except in those cases where the district is required to collect a SSN, students and employees
12 will not be required to provide their SSN, verbally or in writing, at any point of service, nor will they
13 be denied access to those services should they refuse to provide a SSN. Individuals may
14 volunteer their SSN if they wish, as an alternate means of locating an institutional record.

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16 **(3) PROCEDURES.** In order to ensure the confidentiality of SSNs, the Superintendent will develop
17 specific procedures to achieve the following:

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19 (a) Eliminate use of the SSN as a publicly visible identification number for district-related business
20 transactions.
21 (b) Increase awareness of the confidential nature of the SSN.
22 (c) Reduce reliance upon the SSN for identification purposes.
23 (d) Implement proper handling, storage, and disposal of paper and electronic documents
24 containing SSNs