



State of Illinois
Department of Innovation & Technology
Identity Protection Policy



1. OVERVIEW

The State of Illinois Department of Innovation & Technology (DoIT) will manage information containing social security numbers in accordance with the Identity Protection Act (5 ILCS 179). Pursuant to the Act, each State agency must implement an identity protection policy. Unless otherwise specified, capitalized terms contained herein shall have the meaning assigned to them in the Terminology Glossary.

2. GOAL

The goal of this Policy is to provide for the efficient, consistent, and effective management of information containing social security numbers so that such information is protected from unauthorized disclosure.

3. SCOPE

This Policy applies to all information containing social security numbers and to all DoIT employees having access to such information. The terms of this Policy do not supersede any state or federal law.

4. REQUIREMENTS

The requirements under this Policy are established pursuant to the Identity Protection Act (5 ILCS 179).

4.1 All DoIT employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on proper handling of information that contains social security numbers from the time frame of collection through the destruction of the information.

4.2 Only DoIT employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

4.3 Social security numbers requested from an individual shall be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

4.4 When collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which DoIT is collecting and using the social security number shall be provided.

4.5 DoIT shall work to eliminate unnecessary collection and handling of social security numbers.

5. POLICY COMPLIANCE

DoIT must establish procedures in order to achieve Policy/statutory compliance. It is the responsibility of all Employees to understand and adhere to this Policy.

6. RELATED LAWS, POLICIES, STANDARDS, PROCEDURES, OR SOURCES

(1) Identity Protection Act (5 ILCS 179)



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7. REVISION HISTORY

Original Effective Date	June 1, 2011
Last Review Date	November 19, 2019
Revised Date	

8. APPROVALS AND MANAGEMENT COMMITMENT

Effective upon latest signature below.

DoIT Secretary

Date: _____

Chief Information Security Officer

Date: _____

DoIT General Counsel

Date: _____



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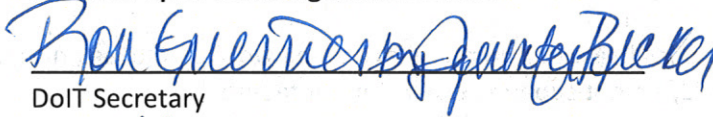


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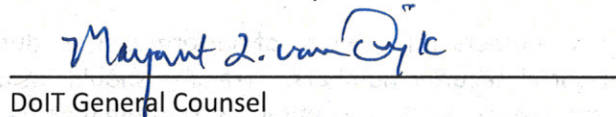
Effective upon latest signature below.


DoIT Secretary

Date: 11/19/19


Chief Information Security Officer

Date: 10/25/19


DoIT General Counsel

Date: 10/25/19