

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Community Service Division Director	DATE SUBMITTED: 08/05/14	SECTION: Administrative	
BOARD APPROVED ON: 09/10/14	DATE REVISED: 08/17/16, 11/18/20, 4/26/2023	SUBJECT: Social Security Number Privacy	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 11/16/16; 11/21/18, 11/18/20, 11/18/2022, 4/26/2023		POLICY #: EA-012	PAGE #: 1 of 1

I. APPLICATION

The provision shall herein apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of Blue Water Developmental Housing to use its best efforts to ensure confidentiality of social security numbers. It is prohibited to unlawfully disclose such numbers. Blue Water Developmental Housing, Inc. shall use systems, policies, and procedures to protect personally identifiable information from loss, misuse, or alteration.

III. STANDARDS

- A. No documents shall contain any more than the last four sequential digits of an employee's social security number unless required by law.
- B. Regular access to full social security numbers is limited to:
 - 1. Finance Director
 - 2. Human Resource Personnel
 - 3. Accounts Clerk
 - 4. Executive Director
 - 5. Administrative Services Division Director
- C. Those that have access to social security numbers shall not leave the information visible to "passersby."
- D. Documents that are not otherwise protected shall be submitted to clerical, who shall arrange for secure shredding.
- E. Documents with social security numbers will be secured at the end of each working day.
- F. Intentional violation of this policy will result in disciplinary action.

IV. REFERENCES

Social Security Numbers Privacy Act 454 of 2004.