

**1.11 SOCIAL SECURITY NUMBERS**

A. Collection

1. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
2. The District shall collect the social security number of each applicant and employee for the following purposes:
  - a. Verification of citizenship or immigration status, as required by the U.S. Department of Homeland Security or other governmental agencies;
  - b. Employee benefit processing, including membership in the Florida Retirement System, health insurance, prescription, insurance, or other benefits offered to employees by the School Board;
  - c. Compliance with reporting requirements of the I.R.S., U.S. Social Security Administration, Florida Agency for Work Force Innovation, and such other official reporting responsibilities imposed by law;
  - d. Processing pre-employment and post-employment criminal background checks required by law;
  - e. For such other purposes as may be directed by the employee, such as direct deposit of wages or salary, etc.
  - f. For implementation of any levy, garnishment, income deduction order or other payroll deduction imposed by the state, local or federal government, or any court, agency or administrative body thereof.
3. Social security numbers or federal employer identification numbers shall be collected from all vendors to facilitate vendor record keeping by the School Board and to permit compliance with income reporting requirements of the U.S. Internal Revenue Code, including but not necessarily limited to issuance of U.S. Internal Revenue Form 1099.
4. Social security numbers **may** be collected from students:
  - a. As required by § 1008.386, Florida Statutes;
  - b. To facilitate proper processing of student scholarship applications;
  - c. As otherwise consented to by the student or the student's parent.
5. Social security numbers shall be collected from volunteer program applicants for:
  - a. Initial background screening not requiring fingerprints;
  - b. For full criminal background screening (Level II Screening-§ 435.04, Fla. Stat.) for service as a one-on-one mentor, overnight field trip chaperone, or volunteer screening.

B. Notification

1. Applicants for employment and employees shall be notified of the requirement for providing their social security number prior to the time of the completion and submission of the application for employment, the submission of their recommendation for employment to the School Board and the purposes for which an applicant/employee's number will be used.
2. Applicants for mentor/volunteer program shall be notified of the requirement for providing their social security number prior to the time of the completion and submission of the application for the program and that their number will be used for background checking purposes as listed above.
3. Students and their parents shall be notified that they will be asked to provide their social security number at the time of enrollment; however, students and their parents shall also be notified that a student is not required to provide a social security number as a condition of enrollment or graduation. Further, that student social security numbers will be used for the purposes above stated.

#### C. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

#### D. Confidentiality

1. A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.
2. Student social security numbers are confidential and will only be released in accordance with the consent requirement set forth at § 1002.22(3)(d), Fla. Stat. or as otherwise provided by that section.

#### E. Release to Commercial Entities

1. Non-student social security numbers may be released to a commercial entity as permitted by law. The commercial entity must state the reason for requesting the social security numbers.
  - a. A commercial entity is any corporation, partnership, limited partnership, proprietorship, sole proprietorship, firm, enterprise, franchise, or association that performs a commercial activity in this state.
  - b. Release of social security numbers shall be processed as required by § 119.071(5), Fla. Stat.
2. The School Board shall annually report to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives the identity

of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the report shall so state. The report shall be filed by January 31<sup>st</sup> of each year.

(Statutory Authority: 1001.41, 1001.42, 1012.23, F.S.)(Law(s) Implemented: 119.071, 1001.43, 1012.23 F.S.)  
(Adopted: 00/00/00)