

**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, 09/15/2026	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, 09/15/2026		POLICY #: EA-012
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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. Senior Account Clerk
 - 4. Executive Director
 - 5. Office Coordinator
- 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 placed in the shred boxes located throughout the admin office.
- 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.