



State of Illinois
LEGISLATIVE REFERENCE BUREAU
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IDENTITY PROTECTION POLICY

The Legislative Reference Bureau has adopted the following identity protection policy:

Pursuant to the Identity Protection Act (5 ILCS 179/), all employees of the Legislative Reference Bureau having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on proper handling of information that contains social security numbers from the time of collection through the destruction of the information. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents. Social security numbers requested from an individual shall be placed in a manner that makes the social security number easily redacted if part of a public records request. When collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which the Legislative Reference Bureau is collecting and using the social security number shall be provided.