



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 8/19/09

Subject: Agency Use and Safeguarding Social Security Account Numbers

Section: FDJJ - 1700

Originating Office: Program Accountability

Authority: Section 119.071 (4) and (5) Florida Statutes
Section 985.101(3) Florida Statutes
Section 985.039(2) Florida Statutes

Related References: NA

Purpose: This policy articulates the Department's responsibilities under Florida statutes regarding the safeguarding and appropriate uses of Social Security Account Numbers (SSAN). The policy is intended to protect the public and staff from inappropriate use and disclosure of the SSAN.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice (DJJ) and its service providers who obtain or receive SSAN information.

POLICY STATEMENT:

- The Department of Juvenile Justice (DJJ) shall not collect an individual's Social Security Account Number unless the Department has stated in writing to the individual the purpose for its collection and unless:
 1. It is specifically authorized in law to do so; or
 2. It is imperative for the performance of the Department's duties and responsibilities prescribed by law.
- The Department shall provide the individual furnishing the SSAN with a written statement specifying the authority to collect the SSAN and the uses to be made of that information. The individual providing the SSAN shall sign the statement and be given a copy of the signed statement. The Department shall retain a copy of the original signed statement for a period of three (3) years.

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- As authorized by Section 119.071(5) of the Florida Statutes, and as an imperative to the performance of the Department's duties at intake, the Probation Officer shall obtain the SSAN of youth being served by the Department. Upon obtaining the SSAN from the youth, the Probation Officer shall provide the youth with a written statement of use of the SSAN, (Attachment 1).
- Pursuant to Sections 985.101(3) and 985.039 (2) of the Florida Statutes, during the intake process or detention screening, the Probation Officer shall obtain the SSAN of the parents or guardian of youth being served by the Department. Upon obtaining the SSAN of the parent or guardian, the Probation Officer shall provide that person with a written statement of use of the SSAN, (Attachment 2).
- Pursuant to Sections 119.071 (4) and (5) of the Florida Statutes, the Department shall obtain the SSAN of its employees as an imperative in the performance of its duties and responsibilities as prescribed by law. The Department employee completing the hiring packet on new hires shall obtain the SSAN from the prospective new employee and provide that person with the written statement of SSAN use, (Attachment 3).
- If the individual providing the SSAN refuses to sign the written statement acknowledging the use of the SSAN, the refusal to sign the written statement shall be documented by the signature of the DJJ staff person requesting the SSAN.
- The Department shall not use the SSAN for any other purpose than that stated in the written statements in Attachments 1, 2, and 3.
- Provider agencies under contract with DJJ who have access to Social Security Account Numbers may not use or disseminate this information further except as provided by law.
- The Department shall annually review SSANs in its possession to ensure that the purpose or use of such information is in compliance with Section 119.071(4) and (5) of the Florida Statutes. If it is determined that such information is not in compliance with this statute, the Department shall immediately discontinue collection of the SSAN for that purpose.

PROCEDURES/MANUALS:

Probation and Community Intervention Handbook, Chapter Two, Detention Screening and Chapter Four, Intake.

Attachment 1 - Statement of Authorization and Use of Social Security Account Numbers of Youth being served by the Department of Juvenile Justice (DJJ)

Attachment 2 - Statement of Authorization and Use of Social Security Account Numbers of Parents and Guardians of Youth being served by Department of Juvenile Justice (DJJ)

Attachment 3 – Statement of Authorization and Use of Social Security Account Numbers of Department Employees and Provider Employees of Agencies under Contract with the Department of Juvenile Justice (DJJ)