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Kansas Department of Administration
Social Security Number Protection Policy

Purpose

The Kansas Department of Administration is committed to maintaining the privacy and confidentiality of social security numbers (SSNs). This policy governs the collection, storage, use and disclosure of SSN's and authorizes the creation of alternative methods of identification that will reduce the reliance on the SSNs.

Objectives

1. Broader awareness of the confidential nature of the SSN and the risks associated with unauthorized disclosure.
2. Reduced collection of SSNs except where authorized or required by law.
3. Reduced use of SSN in records and information systems.
4. Elimination of inappropriate disclosure of SSNs.

Policy

Use of the SSN as an identifier will be discontinued, except where authorized for employment, IRS reporting, state and federal reporting requirements and a limited number of other business transactions. All Divisions shall work to develop alternate means of identification authorization processes.

If an employee discovers that a SSN has been inappropriately disclosed, it must be immediately reported to the Office Director.

Any unauthorized release of SSNs may result in disciplinary action up to and including termination of employment.

Adam C Proffitt
Adam C. Proffitt, Secretary
Department of Administration

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Date

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