
TABLE OF CONTENTS

Section	Page
I. POLICY	2
II. AUTHORITY	2
III. SUPPORTIVE DATA.....	2
IV. SIGNATURE BLOCK WITH EFFECTIVE DATE.....	2
V. DEFINITIONS	2
VI. PROTOCOL.....	2
A. Outcome.....	2
B. Personnel	2
C. Competencies.....	2
D. Areas of Responsibility	3
VII. PROCEDURE	3
A. Collection of SSN.....	3
B. Prohibited Activities	4
C. Reduction of the Collection of SSNs	4
VIII. DISTRIBUTION LIST	4
IX. HISTORY NOTES.....	5

I. Policy

It is the policy of the Florida Department of Health (Department) to restrict and monitor the use of Social Security Numbers (SSN). The intent of this policy is to define the circumstances when Department employees may collect or disclose SSN and requirements related to protecting disclosure of SSN.

II. Authority

- A. Rule 71A-1.006, Florida Administrative Code
- B. Chapter 119, Florida Statutes
- C. Public Law (PL) 93-579, Privacy Act of 1974.
- D. 45 Code of Federal Regulations (CFR), Parts 160 and 164.

III. Supportive Data

- A. Department of Health, Information Security and Privacy Policy, DOHP 50-10.

IV. Signature Block with Effective Date

Jennifer Tschetter
Chief of Staff

05/28/15

Date

V. Definitions

- A. **Department:** Use of the capitalized word Department shall be used to represent the Florida Department of Health throughout this policy.

VI. Protocol**A. Outcome**

An SSN will only be captured per the procedures identified in this policy.

B. Personnel

This policy is applicable to all Department employees, contractors, students, volunteers, or anyone with access to Department employee or client records or applications.

C. Competencies

1. Knowledge of federal and state statutes, rules, and regulations related to the collection of SSNs.

2. Knowledge of federal and state laws relating to the disclosure of Protected Health Information (PHI).
3. Knowledge of Florida Patient's Bill of Rights.
4. Knowledge of the Department Information Security and Privacy Policy.
5. Knowledge of equipment and technology used to access and document electronic health records.

D. Areas of Responsibility

1. This policy is applicable to all Department employees, contractors, students, and volunteers.
2. The Information Security Manager is responsible for reviewing and maintaining this policy.

VII. Procedure

A. Collection of SSN

1. The collection of a SSN from an individual may occur in limited circumstances.
 - a. Collection is authorized by federal or state law; or
 - b. Collection is imperative for the performance of the Department's duties and responsibilities as prescribed by law; or
 - c. Collection is authorized by Florida Administrative Code and is consistent with a. or b. above.
2. The Department shall document the specific federal or state law governing the collection or use of SSNs when the collection of the SSN is authorized by federal or state law and cite this in any agency policy or procedure that involves the collection of such information.
3. SSNs collected by the Department may not be used for any purpose other than the purpose identified in A. 2. Above.
4. When collecting a SSN from an individual, the Department shall provide that individual with a written statement indicating whether collection of the individual's SSN is authorized under federal or state law.
 - a. Refusal by any client of the Department to provide their SSN will not prevent the provision or offering of services.

B. Prohibited Activities

1. SSNs held by the Department may not be disclosed except when any of the following apply:
 - a. Disclosure is required by federal or state law or a court order.
 - b. Disclosure is necessary for the receiving entity to perform its duties and responsibilities.
 - c. The individual expressly consents in writing to the disclosure of his or her SSN.
 - d. Disclosure of the SSN is made to comply with U.S.A. Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224.
 - e. Disclosure is for the purpose of the administration of health benefits for a Department employee or his or her dependents.
 - f. Disclosure is for the purpose of the administration of a pension fund administered for the Department's employees' retirement fund, deferred compensation plan, or defined contribution plan.
 - g. Disclosure is for the purpose of the administration of the Uniform Commercial Code by the Office of the Secretary of State.

C. Reduction of the Collection of SSNs

1. When the collection of SSNs is allowed, but not required, for the performance of the Department's duties and responsibilities, do so only as necessary for the proper administration of lawful Department activities.

VIII. Distribution List

Chief of Staff
Deputies
Executive Office Directors
Division Directors
Bureau Chiefs
County Health Department Directors and Administrators
County Health Department Business Managers
County Health Department Medical Directors
County Health Department Nursing Directors
Children's Medical Services Medical Directors
Children's Medical Services Nursing Directors
Policy and Procedures Library
Webmaster
Web Managers

IX. History Notes

Original effective date of the Collection, Disclosure, and Safeguarding of Social Security Numbers Policy is September 15, 2014. The Office of Information Technology is responsible for this policy.