**The School Board of Polk County, Florida**

**Risk Management & Employee Benefits Department**

**Social Security Number Collection Policy**

Under Chapter 119 of the Florida Statues, all “agencies” are now required to adopt a written Social Security number collection policy, which must be provided to an individual when an agency collect that individual’s Social Security number. The PCSB Risk Management & Benefits Department acknowledges that a social security number is a unique identifier and can be used to obtain sensitive information, however, social security numbers must be collected under certain circumstances for the department to properly and accurately perform its duties as part of an educational institution, as well as to comply with certain Federal requirements.

The Risk Management & Benefits Department of the School Board of Polk County, Florida collects social security numbers for the following purposes:

* identification & verification
* billing and payments
* data collections
* reconciliation
* tracking
* benefit processing
* tax reporting
* completing and processing 403(b), 457(b) & 403(b) ROTH contributions
* group health, dental, vision & life enrollment
* supplemental insurance enrollment
* workers’ Compensation Claims
* accident claims
* life insurance processing
* FRS Retirement

Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

The documents used by the Risk Management & Benefits Department to collect social security numbers include Enrollment Forms, Change of Status Forms, Retiree Insurance Forms, Tax Sheltered Annuity Payroll Deduction Forms, Notice of Injury Forms and In Line of Duty Forms.