

**New York State Office of Parks, Recreation
and Historic Preservation**

**POLICY ON PROTECTING INDIVIDUALS’
SOCIAL SECURITY, DRIVER LICENSE, AND
IDENTIFICATION CARD INFORMATION**

This policy applies to the collection and safeguarding of social security, driver license, and non-driver identification card numbers by the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP” or the “Agency”). The purpose of this policy is to ensure that only authorized OPRHP employees collect this information for valid Agency purposes, that the information is collected in such a manner that complies with federal and state law, and that the information is used and stored properly so it is not acquired by unauthorized persons.

It is the Agency’s policy to collect social security, driver license, and non-driver identification card numbers only when: mandated by law; required by the systems or processes of another state or federal agency; or relevant and necessary to perform a function of the Agency. The Agency collects social security numbers, for example, when it is required by the process of another state or federal agency, such as the Office of the State Comptroller for payment purposes, when required by the Department of Civil Service when hiring Agency employees, and when necessary for State Park Police law enforcement purposes.

It is the Agency’s policy to cease the collection of social security numbers and driver license and non-driver identification card numbers when it is not necessary to do so.

In those instances where it is necessary for the Agency to collect social security numbers the Agency will disclose (on the form of collection): (i) its authority for requesting the social security number; (ii) whether such collection is mandatory or voluntary; (iii) how the social security number will be used; and (iv) the consequences to the individual for failing to provide it.

It is the Agency’s policy to safeguard such information once collected in a reasonable manner to protect it from unintentional disclosure. The following actions are prohibited:

1. Intentionally communicating an individual’s social security, driver license, or non-driver identification card number to the general public.
2. Printing an individual’s social security, driver license, or non-driver identification card number on any card or tag required to access products, services, or benefits.

3. Requiring an individual to transmit a social security, driver license, or non-driver identification card number over the internet if the connection is not secure or the number is not encrypted.
4. Requiring an individual to use his or her social security, driver license, or non-driver identification card number to access an internet web site unless a password or unique personal identification number or other authentication device is also required to access the internet website.
5. Including an individual's social security number (except the last 4 digits), driver license, or non-driver identification card number on any materials mailed to the individual or in any electronic mail copied to third parties unless state or federal law requires it. However, such information may be included in applications and enrollment forms sent by mail or sent to establish, amend, or terminate an account, contract or policy, or to confirm whether the number is accurate. These numbers must not be visible on or from any unopened envelope, postcard, or other mailer.
6. Encoding or embedding a social security, driver license, or non-driver identification card number in or on a card or document using a bar code, chip, magnetic strip, or other technology.
7. Including an Agency employee's social security, driver license, or non-driver identification card number on the employee's timecard or time and effort reporting document.
8. Placing documents with social security, driver license, or non-driver identification card numbers in files with unrestricted access.

OPRHP may continue to utilize social security, driver license, and non-driver identification card information for internal verification, fraud investigation, law enforcement, or administrative purposes.

To the extent this policy conflicts with any existing or future state or federal law governing the collection, use, or release of a social security, driver license, or non-driver identification card number, such law shall supersede the provisions of this policy.

Dated: November 25, 2009



Carol Ash
Commissioner