

## Statement of Purpose for Collection of Social Security Numbers by the Woodridge Public Library

The Identity Protection Act, 5 ILCS 179/1 et seq., and the Identity Protection Policy of the Woodridge Public Library requires the Library to provide an individual with a statement of the purpose or purposes for which the Library is collecting and using the individual's Social Security number (SSN) anytime an individual is asked to provide the Library with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

*Why are we collecting your Social Security number?*

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and /or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services;
- Other \_\_\_\_\_

*What will we do with your Social Security number?*

We will only use your SSN for the purpose for which it was collected.

*We will not:*

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

*If you have questions or complaints about this Statement of Purpose, submit them to the Library:*

Woodridge Public Library  
Library Director  
3 Plaza Drive  
Woodridge, IL 60517

Woodridgelibrary.org