Montana Department of
LABOR & INDUSTRY
Office of Information Technology

Protection of SSNs Procedure

Effective Date: 12/11/2013

Purpose:

This procedure will ensure the protection and confidentiality of Social Security Numbers used by the Department of Labor and Industry (DLI). This procedure meets compliance of Montana Code Annotated (MCA) 2-6-502.

Background:

DLI divisions shall meet the following measures below to protect SSNs and notify any person whose personal information has been compromised or acquired by an unauthorized person(s).

Other DLI references include: Clean Desk Advisory, Identifying Sensitive Information, Acceptable Use Policy, and Operational Procedure for Personally Identifiable Information.

Procedure:

1) Protection of SSNs
    A. All documents and systems containing SSNs must be secured at all times.
    B. Do not send SSNs or other confidential information via non-secured transmission.
    C. All printed documents containing SSNs that are no longer needed must be destroyed. If the document is in current use it must be secured until the work has been completed and then destroyed.
    D. If a document containing SSNs will be used for record retention, it must be locked in a secure location. As soon as the personal information document has met the date of retention the document must be destroyed.
    E. SSNs must not be stored on any portable devices unless the device has encryption that meets the Advanced Encryption Standard (AES). Personal information must be stored within the encrypted partition.
    F. All DLI divisions must:
        i. Review processes and eliminate the unnecessary use of SSNs
        ii. Restrict access to SSNs by unauthorized users
        iii. Identify when redacting SSNs is appropriate
    G. Department head or delegated authorities are responsible for ensuring an adequate level of security for all data within their work unit, bureau, and or division.