

# **CITY OF SOUTHGATE POLICE AND FIRE RETIREMENT SYSTEM**

## **POLICY RESOLUTION**

**Re: Social Security Number Privacy Protection Policy**

**Adopted: September 19,  
2013**

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**WHEREAS**, the Board of Trustees is vested with the authority and fiduciary responsibility for the administration, management and operation of the Retirement System, and

**WHEREAS**, the Board recognizes the privacy interests of the members, retirees and beneficiaries of the Retirement System consistent with applicable federal and state law, and

**WHEREAS**, the Board acknowledges that the Michigan legislature has adopted the Social Security Number Privacy Act, Public Act 454 of 2004, effective March 1, 2005, to protect against the disclosure of an individual=s social security number, and

**WHEREAS**, the Board has determined that it is in the best interest of the Retirement System to restate its policy with respect to the Retirement System=s use of social security numbers, as well as Retirement System records generally, therefore be it

**RESOLVED**, that all records of the Retirement System shall be retained to protect the privacy interests of the members, retirees and beneficiaries of the Retirement System, and shall be maintained in accordance with the Board=s Record Retention Policy, and the Michigan Social Security Number Privacy Act, and further

**RESOLVED**, that all documents which contain social security numbers and other personal information shall be maintained as confidential by the Retirement System and shall not be publicly disclosed without a signed authorization to disclose by the affected individual, or an order compelling disclosure issued from a court of competent jurisdiction, and further

**RESOLVED**, that the social security numbers reflected on any document or record submitted to the Retirement System shall be redacted prior to duplication, display or distribution, and further

**RESOLVED**, that any documents containing personal and private information shall be maintained, transmitted and disposed of by the Retirement System in a secured manner and in accordance with the Board=s Record Retention Policy, and further

**RESOLVED**, that only individuals authorized by the Board of Trustees of the Retirement System shall have access to personal information, and that such individuals shall be required to maintain the confidentiality of such information, and further

**RESOLVED**, that the following individuals shall be authorized to review personal information: Trustee(s); Plan Secretary; Actuary; Attorney; Custodian, and other individuals as specifically authorized by the Board, and further

**RESOLVED**, that any willful violation of this policy may result in such person or persons being subject to civil or criminal penalties as provided in the Social Security Number Privacy Act, together with applicable federal and state law, and further

**RESOLVED**, that a copy of this policy shall be published and made available in written or electronic form to Trustee(s); Plan Secretary; Actuary; Attorney; Custodian, and other individuals as specifically authorized by the Board.