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**NILES TOWNSHIP  
COOK COUNTY, ILLINOIS**

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**RESOLUTION NO. 2022 -03**

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**A RESOLUTION APPROVING AND IMPLEMENTING AN  
IDENTITY PROTECTION POLICY IN NILES TOWNSHIP,  
COOK COUNTY, ILLINOIS**

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**BONNIE KAHN OGNISANTI, Township Supervisor  
CHARLES LEVY, Township Clerk**

**DONALD GELFUND  
MARK COLLINS  
PEGGY TOLLESON  
KITTY KENDRICK  
Trustees**

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Published in pamphlet form by authority of the Supervisor and Board of Trustees of Niles Township on February 14, 2022

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Prepared by ODELSON, STERK, MURPHEY, FRAZIER & McGrath, LTD.- Township Attorneys  
3318 West 95th Street - Evergreen Park, Illinois 60805

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# NILES TOWNSHIP

## RESOLUTION NO. 2022 - 03

### A RESOLUTION APPROVING AND IMPLEMENTING AN IDENTITY PROTECTION POLICY IN NILES TOWNSHIP, COOK COUNTY, ILLINOIS

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**WHEREAS**, Niles Township, Cook County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois Township Code, 60 ILCS 1/1-1, *et seq.* (the “Code”), and all laws amendatory thereto; and

**WHEREAS**, 5 ILCS 179/1, *et seq.*, the Identity Protection Act, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collection and using and individual’s Social Security number (“SSN”); and

**WHEREAS**, the Personal Information Protection Act (“PIPA”), 815 ILCS 530/1, *et seq.*, governs the manner in which the Township must provide notice in the event it suspects a data security breach; and

**WHEREAS**, the Township seeks to ensure that its Identity Protection Policy meets the requirements of the Identity Protection Act and PIPA, and that the Township remains in compliance with all requirements of the Identity Protection Act, PIPA, and any other related laws; and

**WHEREAS**, the Supervisor and Board of Trustees find it be in the best interest of the safety and welfare of the Township and its citizens to adopt a policy that provides transparency about governmental actions when collecting, maintaining, and using Social Security numbers.

**NOW, THEREFORE, BE IT RESOLVED** by the Supervisor and Board of Trustees of Niles Township as follows:

- Section 1.** The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.
- Section 2.** The Identity Protection Policy, attached hereto and incorporated herein as **Exhibit A**, is hereby approved and adopted as a written policy of Niles Township.
- Section 3.** **Exhibit A** shall be uploaded on the Township’s website and shall be incorporated into the Township Personnel Manual.
- Section 4.** If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof, shall not affect any of the other provisions of this Resolution.

**Section 5.** All resolutions, motions, policies, and orders in conflict herewith are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect after its passage, approval, and publication, as provided by law.

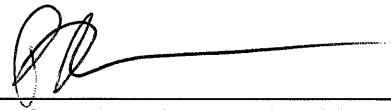
*[Remainder of Page Intentionally Left Blank]*

ADOPTED by the Supervisor and Board of Trustees of Niles Township, Cook County, Illinois this 14 day of February, 2022, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Gelfund	X			
Trustee Collins			X	
Trustee Tolleson	X			
Trustee Kendrick	X			
Supervisor Kahn Ognisanti	X			
<b>TOTAL</b>	<b>4</b>		<b>1</b>	

APPROVED at a Regular meeting of the Board of Trustees of Niles Township, on

February 14, 2022.



BONNIE KAHN OGNISANTI, Supervisor

ATTEST:

*Sandie Caputo, Deputy Clerk*

CHARLES LEVY, Township Clerk

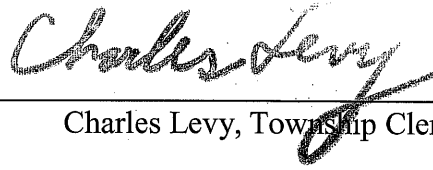
**CERTIFICATION**

State Of Illinois                            )  
  ) ss.  
County of Cook                            )

I, Charles Levy, do hereby certify that I am the duly qualified and acting Township Clerk of Niles Township, Cook County, Illinois, and as such official I am the keeper of the records and files of Niles Township.

I further certify that the foregoing or attached is a complete, true, and correct copy of the Resolution No. 2022 - 03, entitled “**A RESOLUTION APPROVING AND IMPLEMENTING AN IDENTITY PROTECTION POLICY IN NILES TOWNSHIP, COOK COUNTY, ILLINOIS,**” which was adopted by the Supervisor and the Board of Trustees on February 14, 2022.

IN THE WITNESS WHEREOF, I have hereunto set my hand in the County of Cook, and State of Illinois, on February 14, 2022.

  
\_\_\_\_\_  
Charles Levy, Township Clerk

(Corporate Seal)

**EXHIBIT A**

**NILES TOWNSHIP  
IDENTITY PROTECTION POLICY**

# NILES TOWNSHIP IDENTITY PROTECTION POLICY

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The Niles Township (the “Township”) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity Protection Policy to ensure that confidentiality and integrity of Social Security Numbers (“SSNs”) that agencies collect, maintain, and use. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identify theft. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and constantly assess their practices to ensure practices ensure the utmost safety and confidentiality.

## **I. Statement of Purpose**

Whenever the Township asks an individual to provide his/her SSN for reasons other than tax administration purposes, the Township shall provide such individual with a statement of the purpose for which the Township is collecting and using his/her SSN. The Township shall also provide such statement of purpose upon request by such individual. A copy of the Township’s Statement of Purpose is also attached as Exhibit 1 to this Policy.

## **II. Prohibitions on transmitting, printing posting, or displaying SSNs**

As provided by the Identity Protection Act, the Township shall not:

1. Publicly post or publicly display in any manner an individual’s SSN. “Publicly post or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by any person or entity.

3. Require an individual to transmit his or her SSN over the Internet, unless the connection is secure, or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or Federal law requires the SSN to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the Administration of the Unemployment Insurance Act pursuant to the limitations and requirements of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy, or to confirm the accuracy of the SSN. An SSN that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

### **III. Prohibitions on the collection, use, or disclosure of Social Security numbers**

Except as otherwise provided in the Identity Protection Act, the Township shall not:

1. Collect, use, or disclose a SSN from an individual unless:
  - a. Required to do so under State or Federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of that agency's duties and responsibilities.



- b. The need and purpose for the SSN is documented before collection of the SSN.
  - c. The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
  3. Use the SSN for any purpose other than the purpose for which it was collected.

*The prohibitions in Section III do not apply in the following circumstances:*

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Illinois Identity Protection Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or rendition centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act (as amended from time to time), and all persons working in or visiting a State or local government agency facility.

4. The collection, use, or disclosure of SSNs by a State agency to any entity for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the Federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

#### **IV. Redaction of Social Security Numbers**

When collecting SSNs, the Township shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of the SSN are accessible.

The Township shall comply with provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Township shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

#### **V. Restricted Access by Employees to Social Security Numbers**

As required by the Identity Protection Act, only Township employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs will be trained to protect the confidentiality of SSNs prior to the granting of such access.

## **VI. Personal Information Protection Act**

In the event that the Township suspects that there has been a security breach, the Township will comply with the Personal Information Protection Act (“PIPA”), 815 ILCS 530/1, *et seq.* PIPA requires a notice to be sent through electronic format or other form to any Illinois residents that may have been affected by the security breach. The notice must be made in the most expedient time possible, without unreasonable delay. However, time may be taken to determine the scope of the breach, as well as time to restore the integrity, security, and confidentiality of the data system.

Under PIPA, there are specific methods of acceptable notification which include:

- Written notice;
- Electronic notice; or
- Substitute notice — in the event it is not feasible to provide written or electronic notice due to the cost of the notice exceeding \$250,000, there are over 500,000 people that must be notified, or the data collector has insufficient contact information. In order to comply with substitute notice, three steps must be taken:
  - Email notice if the data collector has an email address for the subject persons.
  - Conspicuous posting of the notice on the data collector’s website.
  - Notification to a major statewide media.

In addition, if more than 500 Illinois residents are issued notice because of a single breach, the Township will also provide notice to the Attorney General which states the description of the nature of the breach of security or unauthorized acquisition or use, the number of Illinois residents affected, and any steps it has taken or plans to take related to the incident.

***[Remainder of Page Intentionally Left Blank]***

## **Exhibit 1**

### **Niles Township Identity Protection Policy** **Statement of Purpose(s) for Collection of Social Security Numbers**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve and implement an Identity Protection Policy that includes a statement of purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This Statement of Purpose is being provided to you because you have been asked by Niles Township to provide your SSN or because you requested a copy of this statement.

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#### **Why do we collection your Social Security Number?**

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

- Applications for assistance, including interagency verification;
- Employment;
- C.E.R.T. registration required by the Illinois Emergency Management Agency;
- Law enforcement investigation;
- Vendor services, such as executing contracts and/or billing;
- Administrative services, including payroll purposes; and/or
- Other: \_\_\_\_\_

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#### **What we do with your Social Security Number?**

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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 the number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

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#### **Questions or Complaints about this Statement of Purpose?**

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Write to the Niles Township:

Niles Township  
Attn: Niles Township Administrator  
5255 Lincoln Avenue  
Skokie, Illinois 60077