



## WEST HAVEN COMMUNITY HOUSE ASSOCIATION, INC.

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### **WEST HAVEN COMMUNITY HOUSE PRIVACY PROTECTION POLICY For Social Security Numbers**

The West Haven Community House collects certain personal information, including Social Security numbers, in the course of our business. We will make what we believe to be reasonable efforts to protect the confidentiality of the Social Security numbers that we collect.

We protect the confidentiality of the Social Security numbers we collect in the course of business by maintaining physical, electronic and procedural safeguards to protect their confidentiality, including:

- Limiting access to the Social Security numbers we collect
- Prohibiting unlawful disclosure of the Social Security numbers we collect
- Requiring that third parties with access to Social Security numbers protect their confidentiality
- Keeping Social Security numbers locked in the HR Administrator's office in a locked file cabinet
- Requiring signed documentation from employee regarding access to confidential Social Security number by unauthorized individuals

The following is a list of confidential information which is contained in personnel files:

- Social Security Numbers
- Drivers License/State Identification Numbers
- Bank Account Numbers for Direct Deposit
- Passport Numbers included on I-9 Form
- Alien Resident Number included on I-9 Form

### **DESTRUCTION OF CONFIDENTIAL INFORMATION**

All Personnel files are kept for a period of seven years after the employee has left the agency. At the beginning of the eighth year, terminated employees are updated on our Termination List and their file is shredded.

If a new computer is purchased for payroll the hard drive of the old computer is immediately destroyed.

### **SECURITY BREACH PROCEDURES**

In the event of a security breach, the West Haven Community House will contact all employees who may be affected via written letter, email or substitute notification (web page) as soon as possible after it has been determined that a breach has occurred. Notification may be delayed if a criminal investigation is warranted and law enforcement requests the delay.