

The School Board of Polk County, Florida

Risk Management & Employee Benefits Department

Social Security Number Collection Policy

Under Chapter 119 of the Florida Statutes, all “agencies” are now required to adopt a written Social Security number collection policy, which must be provided to an individual when an agency collects that individual’s Social Security number. The PCSB Risk Management & Employee Benefits Department acknowledges that a social security number is a unique identifier and can be used to obtain sensitive information, however social security numbers must be collected under certain circumstances for the department to properly and accurately perform its duties as part of an educational institution, as well as to comply with certain Federal requirements.

The Risk Management & Employee Benefits Department of the School Board of Polk County, Florida collects social security numbers for the following purposes:

- identification and verification
- billing and payments
- data collection
- reconciliation
- tracking
- benefit processing
- tax reporting
- completing and processing 403(b), 457(b) & 403(b) ROTH contributions
- group health, dental, vision & life enrollment
- supplemental insurance enrollment
- Workers’ Compensation Claims
- accident claims
- life insurance processing.

Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

The documents used by the Risk Management & Employee Benefits Department to collect social security numbers include Enrollment Forms, Beneficiary Forms, Change of Status Forms, Retiree Insurance Forms, Tax Sheltered Annuity Payroll Deduction Forms, Notice of Injury Forms, and In Line of Duty Forms.