

CITY OF NORTH RICHLAND HILLS PRIVACY POLICY FOR CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS

In accordance with Section 35.581 of the Texas Business & Commerce Code, the City of North Richland Hills (City) adopts the following Privacy Policy Related to the Confidentiality of a Social Security Number (SSN).

It is the policy of City to protect the confidential nature of social security numbers disclosed to the City in connection with the provision of city services.

The City requires disclosure of a SSN from individuals in connection with providing certain city services. Any records containing the SSN are maintained among the business records necessary to provide services to the individual, and are handled according to this Policy.

A SSN is used only as necessary in connection with providing city services, including, but not limited to: (1) As a means of identifying an individual; (2) for internal verification or administrative purposes; (3) to perform a credit check, and (4) for debt collection purposes.

The City restricts access to a SSN obtained under this policy to those city employees and employees of debt collection agencies who require access in order to perform a specific job.

An individual's SSN is not released to the public or other governmental agencies except as required by law. If records containing the SSN of a living person must be released by the City under the Texas Public Information Act, the City redacts the SSN before releasing the records.

City records are disposed of in accordance with state and federal law, including the provisions of the Local Government Records Act, and the administrative rules adopted under its authority.