

Social Security Administration Data Protection Protocol

STATE OF VERMONT AGENCY OF HUMAN SERVICES

This document is designed to make you, the user of Social Security Administration (SSA) data and Personally Identifiable Information (PII) aware of the necessary security and protocols surrounding such data. Please read the entire document and sign the last page attesting that you have read and understand the content and information contained herein.

What is SSA/PII Information?

- Information which can be used to distinguish or trace an individual's identity, such as their name, SSN, etc. alone or when combined with other personal or identifying information which is linked or linkable to a specific individual.

Examples of SSA Data and PII

- Name
- Social Security Number (SSN)
- Date of Birth (DOB)
- Mother's Maiden Name
- Email Address
- Driver's License Number
- Passport Number

User Roles and Responsibilities

- Collect, use, and disclose PII for legitimate business needs only
- Disclose only the minimum amount of information
- Access information only for authorized purposes
- Follow standards to safeguard PII throughout the information cycle
- Report suspected privacy violations, breaches or incidents
- Comply with all applicable laws

Possible Consequences of Privacy Violations

- Employee discipline
- Fines
- Criminal charges

What is a Breach of Privacy?

The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar terms referring to situations where persons other than authorized users and for any other than authorized purpose have access or potential access to personally identifiable information whether physical or electronic.

Incident Reporting

If you experience or suspect a breach or loss of PII or a security incident, which includes SSA provided information, you must immediately notify the designated State official or delegate at SSA-IR@Vermont.gov.

I, _____ attest that I have read this document and understand the importance of protecting SSA information as well as the procedure to report any data breach.

Signature

Date

Email Address

Please scan and email this form to AHS-COIAGUnit@Vermont.Gov

Hard copy can be mailed to:

Agency of Human Services Audit Chief
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