

THE SCHOOL DISTRICT OF COLLIER COUNTY, FLORIDA
DEPARTMENT OF HUMAN RESOURCES
EMPLOYEE NOTICE OF SOCIAL SECURITY NUMBER DISCLOSURE

Section 119.071(5)(a)2.-4., Florida Statutes requires agencies to notify individuals of the purpose(s) that require the collection of Social Security numbers. The School District of Collier County collects employee Social Security numbers for the following purposes:

- The Internal Revenue Service and Social Security Administration require a Social Security number on a Form W-4, that is used to determine how much federal withholding tax is to be collected and Federal Insurance Contribution Act (FICA) tax on wages paid and later reported in a W-2 Wage and Tax Statement.
- The TERMS Human Resources/Finance software program requires use of Social Security numbers as the primary personal identification of employees for wages, leaves, payroll deductions, tax-sheltered annuities, etc.
- Various Workers Compensation reports and tracking systems require the use of Social Security numbers as an identifier; in addition, the third party administrator needs to use the Social Security number as an identifier.
- Staff Development's ERO tracking system uses Social Security numbers as a primary identifier.
- The district's electronic grading system utilizes the Social Security number as the primary identifier.
- The Aesop Guest Teacher/Substitute system uses Social Security numbers as a primary identifier.
- The district's applicant tracking system, WINOCULAR, drug testing/screening (pre and post employment), and other application and personnel file documents (including employee assessments and confidential agreements) use Social Security numbers as the primary identifier.
- Social Security numbers are also used as identifiers for processing fingerprints with the Federal Bureau of Investigation and the Florida Department of Law Enforcement.
- Social Security numbers for employees and dependents are required for enrollment in health insurance, life insurance, and other miscellaneous insurances/benefits including the Sick Leave Pool Program.
- Social Security numbers are used by the Florida Department of Education as a standardized identification number for the required reporting of yearly certification and training information, and other required annual reports and data transmittals.
- Social Security numbers are required by the Florida Division of Retirement to report earnings used to document creditable years of service in the Florida Retirement System.
- Social Security numbers are required by the federal and state governments for the reporting of Medicare claims.

The Social Security numbers of all current and former employees are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution (Public Records Law).