



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

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HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: All School Board Employees

FROM: Michael Jones, Executive Director
Human Resources and Labor Relations

DATE: April 17, 2008

SUBJECT: Social Security Number Policy

The law requires us to inform you of the ways in which your social security number is being used or may be used by the Sarasota County Public Schools.

Currently, it is used for:

1. Identification and verification
2. Benefits processing
3. Data collection
4. Tax reporting
5. Criminal background checks

We are required to inform you of any new uses of your social security number.

It is prudent for you to safeguard your number. If at any time you are concerned about how your number is being used by the Sarasota County Public Schools, please feel free to discuss that with your immediate supervisor or the Human Resources Department. It is our expressed intent to handle your number with the utmost security and care.