

**RESOLUTION NO. 22 FOR 2008**

**A RESOLUTION ESTABLISHING A POLICY TO PROTECT PERSONAL INFORMATION HELD BY THE CITY OF SWEET HOME**

WHEREAS, the Oregon Identity Theft Protection Act and the Federal Fair and Accurate Credit Transactions Act of 2003 require businesses to develop and implement written identity theft prevention policies and programs, and

WHEREAS, the City of Sweet Home will carry out these requirements to help prevent identity theft by implementing and maintaining reasonable safeguards to protect the security and confidentiality of personal information, including its proper disposal, and

WHEREAS, personal information includes an employee or customer's name in combination with a social security number, Oregon driver's license or Oregon identification card, financial, credit, or debit card numbers along with a security or access code, and

WHEREAS, Social Security Numbers will be protected by not printing SSNs on any mailed materials not requested by the employee or customer unless first edited; or on cards used to access products, services, or City buildings (such as ID cards); or publicly posting or displaying SSNs is prohibited, and

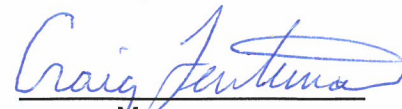
WHEREAS, exemptions from the above paragraph include requirements by the state of Oregon, federal laws, including statute, such as W2s, W4s, 1099s, etc; records that are required by law to be made available to the public; records for use for internal verification or administrative processes; and records used for enforcing a judgment or court order.

WHEREAS, in the event that personal identifying information has been subject to a security breach, the City will provide notification of the security breach to the customer or the employee as soon as possible in writing, electronically if that is the primary manner of communication with the customer or employee, or by telephone if the person can be contacted directly, and

WHEREAS, the exception to the above paragraph is if the notification would impede a criminal investigation.

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE to implement and maintain reasonable safeguards to protect, secure and dispose of personal information as required by the Oregon Identity Theft Protection Act and the Federal Fair and Accurate Credit Transactions Act of 2003.

PASSED by the City Council and approved by the Mayor this 14<sup>th</sup> day of October, 2008.

  
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Mayor

ATTEST:

  
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City Manager-Ex Officio City Recorder