



Regional Office of Education #12  
Clay-Crawford-Jasper-Lawrence-Richland Counties  
Jeremy Brush, Regional Superintendent of Schools

## **Statement of Purpose for Collection of Social Security Numbers**

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and state government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the Regional Office of Education 12 to provide your SSN or because you requested a copy of this statement.

### ***Why do we collect your Social Security Number?***

You are being asked for your SSN for one or more of the following reasons:

- Application and/or Registration of Professional License Certificates
- Request for IL High School Equivalency Testing and/or Transcripts
- Criminal History Investigations
- Employee Records

### ***What do we do with your Social Security Number?***

We will only use your SSN for the purpose for which it was collected.

We will NOT:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

*What if I have questions or concerns about this Statement of Purpose?*

Write to the Regional Office of Education 12 at the following address:

Regional Superintendent of Schools  
Regional Office of Education 12  
300 West Main St, Suite 307  
Robinson, IL 62454

**DOCUMENT FOR APPLICANT RECORDS ONLY**