

**DEPARTMENT OF ADMINISTRATIVE SERVICES, OREGON
EDUCATORS BENEFIT BOARD**

DIVISION 60

INFORMATION REQUIREMENTS AND REQUESTS

111-060-0001

Use of Social Security Numbers

(1) The Oregon Educators Benefit Board (OEBB) shall comply with the requirements of Section 7 of the Privacy Act of 1974 and the Oregon Consumer Identity Theft Protection Act, ORS 646A.600 to 646A.628 when requesting or requiring complete or partial disclosure of an Eligible Employee's or Family Member's, as defined in ORS 243.860(4) and (5) respectively, Social Security Number.

(2) OEBB may request voluntary disclosure and consent to use the Social Security Number of an Eligible Employee or Family Member for OEBB's internal verification and identification of enrollments or elections for participation in benefits provided by OEBB.

(3) A request for disclosure of an employees' Social Security Number will notify the Eligible Employee or Family Member:

(a) Whether disclosure is mandatory or voluntary;

(b) Under what statutory or other authority the social security number is requested;

(c) What specific use or uses will be made of the number; and

(d) What effect, if any, refusal to provide the number or to grant consent for a voluntary use as described above in (2) will have on an individual.

(4) An Eligible Employee's or Family Member's Social Security Number may not be put to a voluntary use as described above in (2) unless the Eligible Employee or Family Member has granted consent for that use. If, after having provided notice and received consent to use an Eligible Employee's or Family Member's Social Security Number for specified purposes, OEBB wishes to use the Social Security Number for additional purposes not included in the original notice and consent, OEBB must provide the Eligible Employee or Family Member notice and receive the Eligible Employee's or Family Member's consent to use the number for those additional purposes.

(5) An Eligible Employee's or Family Member's refusal to permit voluntary use of his or her Social Security Number will not be used as a basis to deny the Eligible Employee or Family Member a right, benefit, or privilege provided by law.

(6) OEBB will develop and provide a disclosure and consent form for requesting Social Security Numbers.

Statutory Authority: *ORS 243.864*
Statutes Implemented: