

APPROVED \_\_\_\_\_



## DISPOSAL OF CONSUMER/CONFIDENTIAL INFORMATION POLICY

### I. GENERAL

The Federal Trade Commission, in an effort to reduce fraud and identity theft, adopted a new rule on June 1, 2005 regulating the disposal of sensitive information contained in consumer reports (personal or financial).

### II. PURPOSE

The purpose of this policy is to define the storage and disposal rules of confidential information and consumer reports.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follow the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

### IV. POLICY

- A. The Fairbanks North Star Borough gathers and maintains consumer information for a variety of business purposes, and handles other confidential information on a regular basis. The proper handling of this information to ensure confidentiality is essential.
- B. Information contained in a consumer report shall be used strictly for the purposes it was obtained. For example, credit information obtained for the purposes of evaluating whether to extend credit, cannot be used as a basis for a hiring decision.
- C. Information contained in consumer reports, including any compilation of consumer information that may be derived from consumer reports, shall be considered confidential and will not be disclosed to external parties or to employees without a need to know.
- D. The disposal of consumer reports and confidential information shall be in accordance with the Borough's records retention schedule, which outlines the required retention and disposal time periods. The Borough Clerk's office, Records Management Division, is responsible for the disposal of all records within its custody.

- E. All confidential and consumer reports shall be disposed of in a manner that ensures no unauthorized access to or use of the information. This disposal may include, but is not limited to:
  - 1. Shredding; or
  - 2. Pulverizing; or
  - 3. Burning; or
  - 4. Burying in a secure location at Landfill, (per FNSB disposal procedures); or
  - 5. Contracting with a document destruction company; or
  - 6. Any other acceptable means of proper disposal that may come available.
- F. Information stored electronically, such as on a computer discs, hard drives, laptops or other portable storage media will be disposed of properly by being destroyed or wiped clean of data.

V. PROCEDURE

- A. None.

VI. SUPPLEMENTAL INFORMATION

A. References –

- 1. FTC 16 CFR Part 682 ([www.ftc.gov](http://www.ftc.gov))
- 2. FNSB 45.01 - Records Retention Policy
- 3. FNSB 75.01 – Inspection and Copying of Public Records

B. Definitions –

- 1. Consumer Report- Information obtained from a consumer reporting company that is used – or expected to be used – in establishing a consumer's eligibility for credit, employment, or insurance, among other purposes.
- 2. Confidential Record – Defined as non-disclosable documents in IV D of the Inspection and Copying of Public Records. If documents contain both disclosable and non-disclosable information, the non-disclosable information shall be blacked out prior to disclosure.
  - a. Examples (not an all inclusive list) are: credit reports, background checks, driving records, tax identification numbers, social security numbers, income tax returns, insurance information and other consumer identifying information.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
None	None