

Department of Fish and Game

DEPARTMENTAL BULLETIN

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To: All Department Employees
FGOM Holders

Subject: Social Security Number (SSN) and Other Personal Data

In accordance with the Department of Finance Management Memo 06-12, *Protection of Information Assets*, the Department of Fish and Game (DFG) has implemented additional guidelines regarding the protection of personal, sensitive and confidential information. To reduce the risks to individuals of the inappropriate disclosure and misuse of their SSN, DFG does not require the full SSN on administrative forms submitted to the Human Resources Branch (HRB), Accounting Services Branch, Budget Branch and Regional personnel offices. **Only the last four digits of the SSN are required on all administrative forms.** Some examples of administrative forms are time sheets, Requests for Personnel Action, employment applications and travel expense claims.

To fulfill our responsibilities towards the individuals who entrust us with their personal information, all branches within the Administrative Division will review their practices for protecting the confidentiality of SSNs and other personal data (i.e., driver's licenses, home addresses) and make improvements, as appropriate. These practices should be consistent with the *Policy for Protecting the Confidentiality of Social Security Numbers and Other Personal Data* which can be found on the HRB intranet home page in the Personnel section. These practices should be reviewed by DFG staff that use, or have access to, personal information for DFG employees or the public. Staff is required to use security safeguards to protect personal information against unauthorized access, use, disclosure, modification or destruction.

If you have any questions about these practices, please contact your Personnel Analyst or Administrative Officer.

Helen Carriker
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