



## **POLICY**

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### **Privacy Protection Policy for Social Security Numbers**

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**Purpose:** To protect confidentiality of Social Security numbers by prohibiting unlawful disclosures and limiting access to numbers obtained.

**Scope:** It is the responsibility of all members of Hartford Hospital's workforce to ensure compliance with these requirements.

**Policy:** In the course of doing business, Hartford Hospital may collect certain personal information, including Social Security numbers. The hospital protects the confidentiality of the Social Security numbers it obtains in a number of ways, including by limiting access to them and by prohibiting any unlawful disclosure of them.

**Intranet Key Words: Protection, Privacy, Social Security**

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| Proponent:       | Corporate Compliance Officer   |
| Replaces:        | New Policy   |
| Approved By:     | Social Security Protection Steering Committee, HH Hospital-wide Policy & Procedure Committee |
| Review Date:     |  |
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| Cross Reference: |  |