



Social Security Number Privacy Policy

Statement of Purpose:

Sapphire Technologies is committed to maintaining the confidentiality of social security numbers it collects with respect to applicants and employees. It is the policy of Sapphire Technologies to protect the confidentiality of social security numbers obtained in the ordinary course of its business. Sapphire Technologies restricts access to information or documents containing social security numbers to Sapphire employees who have a legitimate business reason to access such information or documents. No Sapphire Technologies employee shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that Sapphire Technologies obtains or possesses except in accordance with this privacy policy.

Procedure:

1. Authorized collection and use of social security numbers. This Policy does not prohibit the use of social security numbers where the use is authorized or required by state or federal statute, rule, regulation, or court order or rule, or pursuant to legal discovery or process.

This Policy also does not prohibit the use of social security numbers by the Department of Public Safety for criminal investigation purposes or the provision of social security numbers to a Title IV-D agency (child support/support orders), law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

Other legitimate reasons for collecting a social security number include, but are not limited to:

- Applicants for employment may be required to provide a social security number for purposes of a pre-employment background check.
- Applicants for employment may be asked to provide a social security number for purposes of rehire or employee eligibility and/or applicant tracking in order to be submitted to specific Sapphire end clients as required by those specific end clients. In such instances,
 - Applicants/Employees should submit SSN to Sapphire via the Update Profile page on Sapphire's website, which is a secure page.
 - If an Applicant/Employee wants his/her SSN removed from our database, he can "Update Profile" and click the box to remove his SSN from our database.
- Social security numbers may be obtained from employees for tax reporting purposes or for purposes of enrollment in employee benefit plans.

2. Prohibited use or display of social security numbers.

a. Public Display. A social security number shall not be placed on any materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a social security number shall be kept out of public view at all times.

b. Mailed Documents. Documents containing all or more than four sequential digits of a social security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

c. Computer Transmission. All or more than four sequential digits of a social security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted, this includes email.

5. Storage. All documents containing social security numbers shall be stored in a physically secure manner.

6. Disposal. At such time as documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.

7. Unauthorized use or disclosure of social security numbers. Sapphire Technologies shall take reasonable measures to enforce this privacy policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses, or discloses social security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Sapphire Technologies will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses social security numbers through Sapphire Technologies for unlawful purposes.