

## Notice of Privacy

Fairfax County is committed to protecting the privacy of its employees. The County does not sell employee information to anyone. Employee records maintained by the County are protected as provided by the federal and state law. The County will collect, maintain, use, and disseminate only that personal information permitted or required by law to be so collected, maintained, used, or disseminated, or necessary to accomplish a proper business need.

Personal information, such as employees' names and Social Security numbers (SSN), shall be collected by the County under the authority of 26 U.S.C. § 6011, and 26 C.F.R. § 31.6011(b)-2(b) and (iii). This information will be used to:

1. comply with federal, state, and local reporting requirements;
2. administer the County's benefits programs;
3. establish and maintain the employee records necessary to accomplish agency business.

You must provide your SSN so the County can fulfill its obligations under the Internal Revenue Code. 26 USC §§ 3402 (G)(2)(A) and 6109. Failure to provide the number may result in a civil penalty being imposed by federal authorities. 26 USC § 6723. Your SSN will be disclosed in the Form W-2 (Wage and Tax Statement) provided to you by the County, 26 USC § 6051; 26 CFR § 31.6051-1(a)(1)(i)(b); Va. Code § 58.1-478; 23 Va. Administrative Code § 10-140-190, in a new hire report filed by the County with the Virginia New Hire Reporting Center, 42 USC § 653a; Va. Code § 63.2-1946, to the Social Security Administration via the Social Security Number Verification Service for the purpose of verifying information in the County's database against Social Security records to ensure correct information for the completion of Form W-2, 42 USC § 405(c)(2); Information and Instructions to Verify Social Security Numbers Online, <http://www.ssa.gov/employer/ssnv.htm>, and in quarterly payroll and tax reports filed by the County with the Virginia Employment Commission, Va. Code § 60.2-101; 16 Va. Administrative Code § 5-32-20; VEC FC-20, 21.

Your SSN will be used as a personal identifier in the County's Personnel Resources Information System (PRISM) and contained in personnel records maintained by the Department of Human Resources, along with other personal information to include gender, birth date, mailing address, telephone number, emergency contact information, and your employment record. Va. Code § 2.2-3801(2).

Upon request and proper identification, you have the right to access your own personal information in County records as provided in Va. Code §§ 2.2-3705.1(1) and 2.2-3705.5(1). The Department of Human Resources shall make your personnel records available to you during normal business hours, in accordance with the procedures set forth in Va. Code § 2.2-3704 for responding to requests under the Virginia Freedom of Information Act, or within a time period as may be mutually agreed upon.

Personnel records maintained by the Department of Human Resources may be disclosed or reproduced for audit, legal, and investigative purposes to law enforcement and national security agencies, the Fairfax County Office of Internal Audit, contracted external audit companies, the Fairfax County Office of Human Rights and Equity Programs, the Fairfax County Office of the County Attorney, and the court system. Proper identification and justification is required. Your personnel record may also be disclosed for administrative purposes to authorized staff from your department to include your department head, supervisor, and department HR/payroll contact. The contents of your personnel records may only be disclosed to third parties as provided in the federal and state law or with signed written permission from you authorizing the Department of Human Resources to release the needed information.