



MANAGEMENT DIRECTIVES

DIRECTIVE: MD 104

TITLE: Social Security Number Collection Policy

RESPONSIBILITY: Director of Administration

EFFECTIVE DATE: March 24, 2008

REVISION DATE: N/A

Policy Statement: Effective October 1, 2007, new notification requirements regarding the collection of social security numbers under Section 119.071(5), Florida Statutes (2007) went into effect. Therefore, pursuant to Section 119.07 (5) of the Florida Statutes, JAXPORT will provide a written statement to any individual from whom JAXPORT collects a social security number. The statement will read:

The Jacksonville Port Authority collects social security numbers for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing, IRS tax reporting and background checks. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.

The written statements provided to individuals will reflect the specific instance for which the Social Security Number is collected.

Assignment of Responsibility: The Director of Administration is responsible for the administration of this policy.