



**SOCIETY OF ST. VINCENT DE PAUL
ARCHDIOCESAN COUNCIL OF ST. LOUIS**

Sensitive Personal Identifiable Information

SVdP does not **collect Sensitive Personal Identifiable Information (SPII)**.

What is SPII?

- Social Security Number.
- Driver's license number or other unique identification number created or collected by a government body.
- Financial account number, credit card number, or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account.
- Unique electronic identifier or routing code, in combination with any required security code, access code, or password that would permit access to an individual's financial account.
- Medical information, which includes any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional.
- Health insurance information, which includes an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual.

Going forward, please do not collect, store or transmit any Sensitive Personal Identifiable Information:

We know that it is important for you to verify the identity of your Neighbors. This can be accomplished by visual examination of a State-issued Driver's License or other picture ID and documentation with the date of birth shown on the State-issued ID, as well as the expiration date of the ID; or visual examination and documentation of an alternate form of non-personal identifiable information considered valid by you.

Important Considerations:

- The Council Office does not require any SPII for Council Programs. We do ask that you confirm their identity, and this can be done by documenting the birth date and expiration date of a state issued ID or other form of identification.
- If your Conference is working with a Neighbor that has a medical condition, we ask that you not include the Neighbor's diagnosis in your records. For example, your Neighbor may reveal that he needs help with rent because he has been unable to work due to treatment for a cancer diagnosis. Your records should indicate: Neighbor has a medical diagnosis that has caused him to miss work due to treatment.
- SVdP's Optum Prescription Forms require a social security number. We are trying to remove this requirement. In the meantime, we suggest that you have the Neighbor write in their own SSN prior to giving the form to their doctor. SVdP does not need that information.
- Some Conferences may have requested and stored SPII—either in paper files or in ServWare. We ask that you do your best to purge these records to protect our Neighbors.

Please direct any questions to Julie Komanetsky at juliek@svdpstl.org