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Did You Know...

New York State has a new regulation that requires employers to take reasonable means to dispose of personal employee information?

Employer Risks and Exposures

In an effort to reduce the chance of identity theft, Governor Pataki signed a regulation on June 9, 2006, that requires employers to shred, destruct, modify, or take other reasonable action when purging the personal records of employees so that the information cannot be accessed by unauthorized persons. Examples of employee documents that contain personal employee information include, but are not limited to, application forms, payroll records, and any documents that include social security numbers.

An employer that fails to properly dispose of personal employee information can receive a civil penalty of up to \$5,000.

Avoiding Disaster

Update your personnel recordkeeping policy to address the procedure for purging the personal information of employees. Audit your personnel records to determine if any unnecessary personal information is obtained from applicants and/or employees. For example, do not request social security numbers on application forms.

If you have questions or for more information about the new regulation pertaining to the disposal of personal employee information, contact AMTEK's Human Resource Hot Line at 1.800.457.8829.

This HR eNews is not intended to render legal advice but is meant for general informational purposes only.

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