



June, 2015

City of Charlotte
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Charlotte, NC 28202-2840

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Re: How Human Resources Uses Your Personal Information

The City of Charlotte Human Resources Business Unit uses personal identifying information, including Social Security numbers, to carry out our services and legal obligations. Your personal identifying information, including Social Security numbers, are used to:

- administer tax laws for the federal, state, and local governments
- assist the federal, state, and local governments in the collection of debts or other financial obligations, as permitted by law
- assist the federal, state and local governments in the administration of government
- track and administer City benefits, such as but not limited to, health insurance, life insurance, and retirement plans
- run background checks
- administer drug and alcohol testing
- verify employment eligibility through Federal E-Verify system
- administer information technology services to employees

When carrying out our services and legal obligations, Human Resources sometimes needs to share your personal identifying information, including Social Security numbers, with third parties, such as but not limited to, a health insurance administrator.

If you have questions about any of the information provided here, you are encouraged to contact Human Resources at 704-336-2285.