

**Policy:****Title:** Social Security Number Privacy**Effective:****Senate Proposal:** No**Responsible University Officer:** Chief Information Officer**Responsible Office:**

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## Policy Statement

The University will provide safeguards to protect social security numbers of employees, students, vendors, and others in the ordinary course of its business and as required by law. The University will handle social security numbers with a high degree of security and confidentiality.

## Policy Requirements

In an effort to protect the privacy rights of individuals who provide social security numbers to the University and to manage its records and record systems responsibly, the University will:

- \*Not unlawfully disclose an individual's social security number;
- \*Ensure, to the extent practicable, the confidentiality of social security numbers;
- \*Strictly limit access to records containing social security numbers to those who have a business related reason to know this information; and
- \*Dispose of records containing social security numbers in a responsible manner to minimize the risk that social security numbers will be accessed inappropriately.

## Reason for Policy

This policy was developed pursuant to the State of Michigan's Enrolled Senate Bill No. 795 known as the "Social Security Number Privacy Act", effective date January 1, 2006.

## Related Policy Information

## Exclusions

## **Contact(s)**

### **Office/Unit**

Chief Information Officer

### **Telephone Number**

7-2015

## **Definitions**

Records

A record is any document, file, computer program, database, image, recording, or other means of expressing fixed information.

## **Responsibilities**

## **Procedures**

In support of this policy, the following procedures are included:

## **Forms and Instructions**

In support of this policy, the following forms/instructions are included:

## **Appendices**

## **Additional Information**

<http://www.legislature.mi.gov/documents/2003-2004/publicact/htm/2004-PA-0454.htm>

## **History**

Adoption Date: