

Protecting Social Security Numbers at Southern Illinois University Carbondale

General Guidelines:

- Don't publicly post or display an individual's Social Security number (SSN).
- Don't print an individual's SSN on any card required to access products or services provided by SIU.
- Don't encode or embed SSN's in or on a card or document (bar codes, chip, magnetic strip, etc.)
- Don't require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
- Don't print an individual's SSN on any materials that are mailed, unless Federal or State law requires the SSN to be on the document.
- Don't collect, use, or disclose a SSN from an individual unless required to do so under Federal or State law, rules, or regulations; the need and purpose for the SSN is documented before collection; and the SSN collected is relevant to the documented need and purpose.
- Don't require an individual to use his or her SSN to access an Internet website.
- Don't use the SSN for any purpose other than the purpose for which it was collected.

Exceptions – prohibitions do not apply to the following:

- Disclosure of SSN to agents, employees, contractors, or subcontractors of SIU or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in the performance of duties and responsibilities.
- Disclosure of SSN pursuant to a court order, warrant, or subpoena.
- Collection, use, or disclosure of SSN in order to ensure the safety of employees.
- Collection, use, or disclosure of SSN for internal verification or administrative purposes.
- Disclosure of SSN by SIU to any entity for the collection of delinquent child support or any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- Collection or use of SSN to investigate or prevent fraud, conduct background checks, to collect a debit, to obtain a credit report, to undertake any permissible purpose under the Federal Gramm-Leach-Bliley Act, or to locate a missing person who is due a benefit, such as a pension or unclaimed property.

REMEMBER:

- Only employees who are required to use or handle information or documents that contain SSN's should have access to such information or documents.
- Don't collect an individual's SSN unless Federal or State laws, rules, or regulations require you to do so.
- Don't retain the SSN unless your department is the office of record for the information.
- If it is necessary to collect an individual's SSN, the information should be secured and protected – locked rooms and/or cabinets.
- Any SSN's required should be placed in a manner that makes the number easy to redact (alter or truncate) if required to be released as part of a public records request.
- Whenever an individual is asked to provide a SSN, a statement of the purpose for which the SSN is collected and used should be provided. This statement of purpose should also be provided to anyone upon request.