Supporting Documents: **Social Security Privacy- Guidelines**

Policy Category: **Academic and Student Affairs/Administrative Services/IT**

Policy Number: 52.002

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Operating Procedures:

1. *Collection of Numbers*: Social Security numbers will be collected from applicants and employees as required in order to comply with federal and/or state reporting requirements. These purposes include:
    a. To conduct pre-employment background checks.
    b. To verify eligibility for employment.
    c. To withhold federal and state taxes.
    d. To comply with state new-hire reporting.
    e. To facilitate enrollment in company benefit plans.

Note: Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification o employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for employees, students, and applicants.

2. *Use of Numbers*: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the College's business and no Social Security number or portion of a Social Security number will be permitted to be used for the following purposes:
    a. Identification badges
    b. Parking permits
    c. Time cards
    d. Employee rosters
    e. Employee identification records

f. Computer passwords
g. Company account records
h. Licenses

No Social Security number or portion of a Social Security number will be used in open computer transmissions, College distributions or through the College intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

3. *Storage of and Access to Numbers:*
   a. Storage – All documents containing social Security number shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.
   b. Access – Only persons who have a legitimate business reason will have access to Social Security numbers. Such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

4. *Destruction of Numbers* – Records that include Social security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding. In instances where this policy and operating procedures may conflict with state law, the state law shall supersede this policy.