SECTION 6: OTHER PRIVACY POLICIES AND PROCEDURES

6.5 Requests to Collect and Use Social Security Numbers

POLICY

1. Florida Statute 119.071(5) requires that state agencies may not collect SSNs unless the agency has stated in writing the purpose for such collection and further requires that:
   a. Agencies must provide a copy of the written statement to each individual whose SSN is collected,
   b. Agencies may not use SSNs for purposes other than those for which they were collected, and
   c. Collection of the SSN is imperative for the performance of the agency’s duties and responsibilities as prescribed by law

2. The University of Florida maintains compliance with Florida Law by publishing a list of University entities that are approved to collect, use, and/or disclose SSNs and their statutory authority to do so.

3. To minimize the use of SSNs in campus operations, UF assigns each employee and student a unique university-generated identification number (UFID) for use in day-to-day operations. SSN’s are otherwise confidential, are categorized as Restricted Data, and will be securely maintained.

4. The Privacy Office of the University of Florida (UF) monitors the collection and use of SSNs for compliance with federal and state laws.

5. Requests for the collection and use of SSNs that are not authorized by law must be submitted to the Privacy Office for review and approval. Information, instructions, and the form for making requests are maintained on the Privacy Office website.

6. Workforce members must promptly report known or suspected loss or theft of Social Security Numbers from University records or record systems to the Privacy Office for immediate investigation. The unit manager/designee will determine whether the activity is fraudulent and will enlist the assistance of the Privacy Office.

PROCEDURES

1. Collection, Use, or Sharing SSNs
   a. Review the UF Social Security Number Matrix to determine whether the purpose for which you will collect or use SSNs is already authorized. If already authorized, approval from the Privacy Office is not required.
   b. If the purpose is not listed in the SSN Matrix, then please follow the procedures below.

2. How to Request to Collect or Use SSNs
   a. Complete the Request to Collect or Use Social Security Numbers form (if the purpose for which you will collect or use SSNs is not already authorized) and submit to the Privacy Office for review and approval.
   b. Complete the Protecting Social Security Number training through myTraining.
DEFINITIONS
1. **UFID**: is an eight-digit number (1234 – 5678) that is issued by the University and serves as the primary way to identify faculty, students, staff, and others in all university records and transactions.

PRIVACY REQUIREMENTS
1. UF is required to inform an individual of the specific authority under which it is collecting or using his or her SSN.
   a. The UF Privacy Office will maintain and publish a list of UF entities authorized to collect, use, and/or disclose SSNs and their statutory authority to do so.
   b. UF’s patient care areas may provide patients whose SSNs are collected a “SSN Privacy Notice” form with informs patients of the reasons why SSNs are collected and how they are used.
2. Social Security numbers obtained by the University are classified as Restricted Data and must be protected from unauthorized use or disclosure.
   a. SSNs may not be distributed electronically via e-mail unless the email or its attachments are encrypted.
   b. Public display of SSNs, either complete or partial SSNs, is not acceptable because of the ease with which the missing digits can be obtained from various sources.
   c. Only those workforce members with a need to know are authorized to access student or employee SSNs.
3. Prior to accessing SSNs, these individuals should receive appropriate information security training.
4. Workforce members, including students and volunteers, who have access to SSNs should receive appropriate training.
   a. Training is available in MyTraining (See PRV804 Protecting Social Security Numbers module).
   b. Training should be completed prior to using or accessing SSNs and annually thereafter.
   c. Unit supervisors/unit administrators are responsible for implementing appropriate SSN training requirements based on the job duties of workforce members, students, or volunteers in their unit.

REFERENCES
1. Florida Statutes: FS 119.071(5) and FS 501.171 Security of confidential personal information
2. Regulations of the University of Florida: 1.0103 Policies on Restricted Data

EXHIBITS:
1. Request to Collect or Use Social Security Numbers form at, [http://privacy.ufl.edu/uf-health-privacy/forms/](http://privacy.ufl.edu/uf-health-privacy/forms/)
2. UF Collection and Use of Social Security Numbers Matrix