Instructions for completing the Privacy Office form: Request to Collect or Use SSNs

**Important:** This form is designed to be filled in online. Please do not handwrite your responses.

The requested use of Social Security Numbers will not be approved unless all parts of the form are completed in full. All questions on this form are asking for different information; you should not put the same verbiage for more than one response.

**Requested By:** The responsible person for research purposes is always the PI, never the coordinator.

**Section 1:** Name and Description of System, Application, or Process:
- Check one of the five boxes, unless the research is both retrospective and prospective, then check both.
- Enter the name of the Information System, Work Process, Research Protocol, or other application where the SSN will be used. Abbreviate as needed to keep the name within the limited-character box and on one line.
- **Brief Description:** Describe the process/system/protocol, not the reason for wanting to use SSNs. The space is limited to 200 characters. Please do not copy and paste the opening paragraphs of your research protocol!

**Section 2:** Justification for Use of the SSN:
- Check one of the boxes or briefly describe a different purpose for the use. Limited to 200 characters.

**Section 3:** Collection of SSN and Provision of Notice* (Also see Florida Statute excerpt above: 2.a. and 3.)
- Choose either a. or b. and then check one or more of the boxes or describe a different procedure. If providing the notice depends on an individual, please name the position responsible for the provision.
- In the case of research with both retrospective and prospective components, you may need to check both a. and b. and explain the collection process for both parts.

**Section 4:** How will the information be protected?
- **During collection:** If the SSN is collected directly from records or a person, is the SSN manually written down on paper and then entered into another system, is it transferred directly from one electronic system to another (copy and paste), or is it visually noted and then entered into another system? If written down, does the document leave one physical location and go to another, and if so, how is it protected during that transfer?
- **During use:** Please limit to a description of how UF only will protect the SSN while using it, unless UF is also directly responsible for another entity using the SSN.
- **During storage/retrieval:** What data (exactly) is being stored? Is it the whole SSN or only part of it? Where (exactly) will the SSNs be stored, both temporarily and permanently? (Include encrypted computer drives and secure servers.) When and how is the SSN retrieved for use? Is it ever printed and used outside of an electronic data system, or is it only used within such a system?
- **During transmission:** Will it be encrypted before transmission or sent through a password-protected portal using secure transmission protocols? Note: If you are using a SSN Master Death Index lookup service, the entering of a SSN into such a system is considered transmission, unless the entire master index has been downloaded into your system or is being used from a CD or other media within your system.
- **During disposal:** How (exactly) will the stored/written/printed SSNs be destroyed? (Please at least say they will be professionally/electronically shredded/purged and/or electronically overwritten.)
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Section 5: With whom will the SSN be shared?
- Enter the names of any and all entities or agencies to whom you will give or send SSNs, both inside and outside of UF. If you are checking survival in a SSN Death Index (even though this is technically not sharing, as they already have the number), provide the name of the Death Index service or their web address, unless you have already provided it in a previous response.
- If any of these entities or agencies are external to UF, explain how they will protect the SSNs after transmission. (Include copies of any correspondence with them concerning this issue.)

Section 6: When will the use of the SSN be discontinued?
- "End of study" is an acceptable answer for research studies.
- Will the SSN be removed from your system immediately after a match is found in the death index or after data has been linked? Or will the numbers be retained longer? If retained longer, what is the purpose for retaining them, and the plan for eventually discontinuing use and removing them from your systems?

NOTE: If all the document lines are not on the page, please go back and shorten or adjust something so that everything is on one page. The Privacy Office will not approve your document on a second page.

If you have any other questions about this form or appropriate response, please call the Privacy Office at 352-294-8720.