

Camden County College

Board of Trustees Policy

Subject: Collection, Use and Handling of Social Security Numbers at Camden County College	Number 218	Page 1	Of 2
	Date: February 7, 2006		
	Supersedes:		

Camden County College is committed to maintaining the privacy and confidentiality of an individual's social security number (SSN). Therefore, the use of SSN's as an identification number within the College shall be prohibited. A system generated identification number will be assigned to all students and employees of the College as the primary identification number within the College's information systems. SSNs will only be requested and required in certain cases, such as when required by law; for enrollment, financial aid, or employment purposes; as a taxpayer ID for an independent contractor; or for other business purposes with appropriate disclosure of its use. All College forms and documents that collect SSN's will use the appropriate language to indicate whether the request is voluntary or mandatory.

The SSN will be stored as a private data element in the College's software systems available only to those employees with a legitimate business reason as determined by the area vice president and appropriate system manager. Systems storing SSN's must be adequately protected against fraudulent access. In addition, no employee shall:

- a. Publicly post or display an individual's SSN or any four or more consecutive numbers taken from the individual's SSN.
- b. Write a SSN on a check as a means of identifying an individual.
- c. Require an individual to leave their name and SSN on voice mail.
- d. Print an individual's SSN on any material that is mailed to the individual unless state or federal law requires it.
- e. Print an individual's SSN on any card required to access products or services.
- f. Intentionally communicate or otherwise make available to the general public an individual's SSN.
- g. Require an individual to transmit his/her SSN over the internet unless the connection is secure or the SSN is encrypted.
- h. Require an individual to use his/her SSN to access an internet website unless a password or unique personal identification number or other authentication device is also required.
- i. Maintain local department databases or spreadsheets containing SSN's.

The College shall destroy or arrange for the destruction of student or employee records containing personal information which is no longer retained by shredding or erasing or otherwise modifying the personal information to make it unreadable, undecipherable or nonreconstructable through generally available means.

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Social Security numbers will be released by the College only:

- a. As required by federal or state law or regulation; or
- b. When permission is granted by the individual; or
- c. When Social Security numbers are shared with a third party that is the agent or contractor for the College, a written agreement will be entered into to protect the confidentiality of the Social Security number.

The College shall expeditiously disclose any breach of security of computerized records that contain personal information to any student/employee whose personal information was or is reasonably believed to have been accessed by an unauthorized person, unless the College determines that misuse of the information is not reasonably possible. The College must also report the security breach to the New Jersey State Police.