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Responsible University Office:
Information Technology Services

Responsible University Administrator:
Chief Information Officer

Policy Contact:
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Social Security Number Elimination/Usage Policy

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Scope

The policy applies to all employees, temporary employees, students, contractors, and consultants.

Policy Statement

The University of Nebraska at Kearney will not use Social Security Numbers to identify students, employees, or other persons with a UNK relationship, except for those uses required by law, such as payroll, benefits, and financial aid. Neither the Social Security Number nor any portion of the Social Security Number will be collected, stored, or transmitted by university services or using university-owned equipment unless its use is authorized in writing by officials designated by the Assistant Vice Chancellor for Information Technology. Departments or individuals who are authorized to collect, store, or transmit Social Security Numbers will follow guidelines as established by the Assistant Vice Chancellor for Information Technology to secure such data. Failure to comply with this policy may result in disciplinary action by the University.

Reason for Policy

The University of Nebraska at Kearney is the custodian of confidential data for students and employees and we acknowledge its responsibility to secure confidential data for the protection of its constituents. Because Social Security Numbers can be used to obtain non-public information, such as employment, credit, financial, health, motor vehicle, and educational information that would be harmful or an invasion of privacy if disclosed, the goal of the University of Nebraska is to prevent unauthorized use of or access to confidential data, including Social Security Numbers. The University of Nebraska assigns to students and employees the NU-ID, a number designed to replace the Social Security Number as a unique identifier.

Definitions

Employee refers to faculty, staff, students, independent contractors and other persons whose conduct in the performance of work at UNK is under the direct control of UNK, whether or not they are paid by UNK.

Additional Contacts

Subject	Contact	Phone	Email
Data Security	Andrea Childress		childressa@unk.edu

Forms

[Social Security Number Exemption Request Form](#)

Related Information

[Social Security Number Elimination Policy, Expectations, Best Practices](#)

[Guidelines for the Use of NU-ID](#)

[Social Security Number Policy Guidelines](#)

History

Policy Initiated – 2007

Reviewed and reformatted – January, 2016

Updated November, 2017 – Responsible University Administrator changed from
Assistant Vice Chancellor-IT to Chief Information Officer