

## Meeting Notes 8/4/2005 SSN Task Team meeting

Attending: Sheila Cote, Elaine David, Marie Dexter, Bruce Eldridge, Bruce Gerber, Jim Hall, Jim Henkel, Deborah Shelby, Jeff von Munkwitz-Smith, Ann Wilhelm

- (1) Introductions
- (2) Background information:
  - Council of Data Stewards – purpose
  - New Social Security Number policy – to be disseminated first week of new semester to entire University community: what does the policy say? What does it mean for the University?
  - Efforts to determine current uses of SSN – spreadsheet only shows about 10-20% of current usage.
  - Discussion of purpose of Task Team – to put together a project plan for the elimination of the use of the social security number in accordance with the new policy.
- (3) Project Lead: Jeff von Munkwitz-Smith will be the project lead.
- (4) How to proceed. We brainstormed some of the issues that we needed to consider.
  - Policy requires us to look at both system use and use of forms. In addition, in order to protect social security numbers, there is also a need to address business practices across the University – i.e. access to data, proper disposal of data, etc. The later should be addressed for all confidential/registered confidential data.
  - Need to determine legitimate uses of social security number. The legitimates uses that have been identified are: payroll, tax issues, financial aid, mandatory reporting to other entities (e.g. national clearing house reporting), Fastlane (submitting research grants)(?), for FRS/purchasing to determine potential conflict of interest (i.e. when vendor is an employee), identifier of last resort when no other info available to obtain certain info (e.g. transcripts)
  - Need to consider what problems we would introduce if systems were to stop using social security numbers – i.e. what are the downline repercussions. For example, if ssn is not mandatory for grads (non-employees), and uses 999's in place of true ssns, what are the repercussions?
  - Need to determine other requirements for ssn (e.g. data matching between systems) and determine alternatives for these requirements – e.g. use of name/dob rather than ssn.
  - Need to know who has access to ssn via data mart and determine how that data is being used. Need to reduce accessibility to ssn from data mart.
  - Need to address ssn with respect to third parties (e.g. Foundation, Collection Agencies, etc.) Need policy as to when it is appropriate to provide ssn, and how third parties are to use ssn when it is provided.
  - For people with legitimate access needs, we need to ensure control over how they use the ssn and who they give that info to.
  - Need to have a process in place whereby we review who has access to ssn on an annual basis and remove access where there is no longer a legitimate need.
  - Need to have deans submit a report of all places within their school using ssn.
  - We need to look at what North Carolina State is doing with respect to an ssn repository. They do not have ssn stored in their various systems, but instead in a separate repository which is tightly controlled.
- (5) Future meetings
  - Jeff will use Exchange to schedule a meeting in about 2-3 weeks. In the meantime Elaine will meet with Jeff to begin developing an action plan.