

Notes from the September 25 Social Security Task Force meeting

Attending: David Clokey, Elaine David, Ralph Edwards, Bruce Eldridge, Jim Mandeville, Barbara Oakley, Suzanne O'Connor, Jeff von Munkwitz-Smith, Ann Wilhelm

Update on the status of the ID Card replacement project (David Clokey):

Last Spring the One Card Office queried departments to see who was using the card for administrative processes. They received many more responses than they expected and some systems will need to be updated to use the new Person ID instead of the SSN. That called into question their plan to replace the cards over the semester break. (They have since determined that it would be better to wait until late Spring semester.) We discussed the issue of faculty and staff who do not currently have pictures in the system. The One Card Office will communicate with them regarding the process for taking their pictures.

Other Updates:

Proposed Student SSN collection statement:

"The University requests that all applicants provide their Social Security Number (SSN). We are required by federal law to inform you to this request. The SSN is collected to enable the University to comply with federal requirements mandated under IRS tax laws and the Title IV student aid legislation and for other administrative purposes. The University assigns each student a unique identifier that is used for most administrative purposes."

We are waiting to hear from Mike Sullivan, from the Attorney General's Office, about any changes he might suggest. If others have suggestions, please forward them to Jeff von Munkwitz-Smith. The next step would probably be to get this blessed by the Data Stewards Committee.

Bruce Eldridge reported that once the new HRMS system is implemented, the SSN won't be collected from job applicants until a job offer is made.

The elimination of shared computer accounts has been completed. The only exception is for student employee accounts. Departments using shared accounts for student employees have been asked to keep track of who is using these accounts and when.

There was a discussion of what documentation the Library requires to grant Community Borrower access and what they might use for these borrowers instead of SSN. The Library could possibly put a Library-assigned number into the PID field in the Library system.

Next steps:

Develop a list of systems with legitimate need to use the SSN with information on the population, how it is used, etc.

Identify other systems where the use of SSN will not be eliminated with the implementation of the PID in the One Card system.

Building on our earlier work with best practices for handling confidential data, develop a standard of care for systems where the legitimate use of SSN has been approved.

UITs has a request to implement masking of all but the last four digits of the SSN for most users (but not for staff in the central offices that require SSN) in the Student Administration System. Staffing on both the technical and functional sides will need to be identified.

UITs is developing a tool to search servers and web pages for unprotected SSN and credit card data. This tool could potentially be used by individual users to do that search on their own computers.

Jeff von Munkwitz-Smith