

Notes from the April 9, 2007, Social Security Task Force meeting

Attending: David Clokey, Sheila Cote, Elaine David, Ralph Edwards, Ruth Francis, Bruce Gerber, Rachel Krinsky Rudnick, Jim Mandeville, Barbara Oakley, Suzanne O'Connor, Jeff von Munkwitz-Smith, Ann Wilhelm

Review of the status of the ID Card replacement project (Ruth Francis):

The SSN has been removed for the ID website, reports, and data base.

Files for the new ID cards are ready to go to the vendor to create the cards.

May 14 will be the cutover to the new cards for everyone but the Law School. The Library will eliminate the use of SSN at the cutover. Student Affairs IT and the UConn Co-op will also stop using the SSN then.

Cards have the capability to be used as proximity cards. The new PID will be encoded on the magnetic stripe and the PeopleSoft ID on track 1. They have met with Library staff to discuss non-UConn users. They will deal with retirees and non-state employees after cutover.

Suzanne O'Connor reported that the Foundation has purged all but the last four digits of the SSN from its records.

The legislature is close to passing a bill (Senate bill 821) requiring state agencies that collect the SSN to inform people of the reasons the number is being collected. Once passed, this may affect the statements the University uses. Our draft SSN collection statement has been approved by the data stewards once and will go back to them once the final revisions are made. It's likely that there will need to be several versions of the statement for different groups and purposes.

Proposed Student SSN collection statement:

*"The University requests that you provide your Social Security Number (SSN). We are required by federal law to inform you of 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 not the SSN that is used for most administrative purposes."*

Elaine David provided an update on the status of the SSN in the Budget Data Mart. It is currently used to match records between the Budget Data Mart and the Student Data Mart and other data sources. Once the Human Capital Management System is up -- February 2008 is the current target -- it might be possible to use the PID as the common ID, instead of the SSN. Elaine will investigate.

Elaine also reported that the request to mask all but the last four digits of the SSN on the Student Administration System has gone to UITs and is awaiting prioritization.

A question was raised whether we needed a policy on research use of SSN. There was a recent request from a UConn faculty member for a file of student information, including SSN, to match with records of students who took the CT Mastery Test in high school and with employment records at the CT Department of Labor. The response was "no" in this case, primarily because the numbers would be released to the Labor Department for them to do the matching. The group felt that while the default should be "no, there may be circumstances where a positive decision might be made. In general, such requests ought to go to the data custodian for a recommendation and then to the data stewards for approval. Rachel Krinsky Rudnick and Elaine David volunteered to work on a draft policy for the next meeting.

Jeff von Munkwitz-Smith