

Notes from the September 24, 2007, Social Security Number Task Force Meeting

Attending: David Clokey, Sheila Cote, Elaine David, Bruce Eldridge, Rachel Krinsky Rudnick, Barbara Oakley, Suzanne O'Connor, Jeff von Munkwitz-Smith, Ann Wilhelm

One Card Update (David Clokey):

The One Card replacement project is complete. There were very few complications with students without cards; the biggest issue was returned cards because of bad addresses. All staff cards are capable of serving as proximity cards for door access. This use would depend on conversion of doors to work with access cards. This increased the cost of the project somewhat, but should save money in the long run. This project allowed departments, including the Library, the Student Recreational Facility, and the Co-op, that had been using the SSN to convert to a different identifier, a significant accomplishment in the University's effort to reduce the use of the SSN.

Student SSN Collection Statement Status:

Although the proposed law requiring statements regarding how the information would be used on forms requesting the SSN did not make it through the legislature in the last session, it is the University's policy to require such statements. The Data Stewards Committee has approved the following statement, developed by the SSN Task Force, for use when SSN is collected from students:

"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."

Jeff will contact Undergraduate Admissions, the Graduate School, the Center for Continuing Studies, and other departments that collect student SSNs regarding the use of this statement.

SSN & Research Update (Elaine David & Rachel Krinsky Rudnick):

At the last meeting of the Task Force, there was a discussion of the use of SSN in research. Elaine and Rachel agreed to work on a draft policy. After some consideration it would seem best to handle such requests on a case-by-case basis, with the bias being towards not releasing SSN. Generally these requests should go

through the University Privacy Officer (Rachel). A policy on responding to requests for information is about to go to the Data Stewards for review.

Policy on downloading confidential information to mobile devices (Elaine David):

Elaine is drafting a policy for the University on the downloading of confidential information to mobile devices. The state does have such a policy, which exempts higher education, requires approval to put confidential information on mobile devices and approval to take those devices off state property. The policy that Elaine is developing will apply to all mobile devices, including travel drives and removable hard drives. The policy will require encryption of confidential data, inventory tagging of all such University-owned devices, permanent removal of confidential data before surplussing, and requiring approval to put confidential data on devices not owned by the University.

A state project, Data At Rest Encryption (DARE), is developing a state contract for encryption tools for mobile devices. This will make it easier for the University to purchase these tools.

Security Breach Protocol (Rachel Krinsky Rudnick):

A protocol for handling security breaches has been established by a committee brought together by the Office of Audit, Compliance & Ethics. There will be an effort to educate the campus community, basically, "if you discover a problem, here's who to call".

Next steps:

The University has made a great deal of progress in reducing the use of SSN since the Task Force was established in 2005. Most of the tasks identified for the Task Force have been accomplished. There was a discussion whether the Task Force needs to continue to meet. There was some agreement that a "data integrity committee" might serve as a successor. Jeff and Elaine will review the original task plan to identify remaining tasks. If appropriate, they will begin work on a draft final report. In any case, Jeff will send another query to departments asking them to identify continued uses of SSN and also examples of discontinued uses.

Jeff von Munkwitz-Smith