

San Francisco State University

SSN Conversion Project

SF State Identification Number & Social Security Number Policy Original Approved by SFSU President's Cabinet, 2003

Updated September 15, 2009

San Francisco State University collects and maintains confidential information relating to its students, employees and individuals associated with the University and is dedicated to ensuring the privacy and proper handling of this information. To create a unique identifier other than Social Security Number, San Francisco State University will use an assigned San Francisco State Identification Number (SF State Id) as the primary identifier for students, employees and other individuals conducting business with the University.

Specifically:

- Social Security numbers will not be used as the primary identifier for campus business. Social Security numbers will continue to be collected as required by law or if needed to perform particular duties. The Social Security number will be stored in a confidential and secured manner in compliance with federal and state law. For major statutes governing Social Security numbers, see California State University web site, http://www.calstate.edu/GC/Docs/Records_Access_Manual.doc and campus policy for security sensitive information at <http://www.sfsu.edu/~secure/guardinginfo.html>.
- Social Security numbers will be released by the University to entities outside the University
 - when SSN is allowed by law
 - when permission is granted by the individual,
 - when the external entity is acting as the University's contractor or agent and adequate security measures are in place to prevent unauthorized dissemination to third parties
 - when Legal Counsel has approved the release.
- Individuals will not be required to provide their Social Security number, verbally or in writing, at any *point of service*, nor will they be denied access to those services should they refuse to provide a Social Security number except as required by law or as needed to perform specific duties and functions. However, individuals may volunteer their Social Security number if they wish as an alternate means of locating a record.
- Social Security numbers will not be publicly posted or displayed in a manner that may identify the individual associated with the information.