



OPSU POLICIES AND PROCEDURES

TITLE: Social Security Number Policy

APPROVED BY: Larry Peters, VPFA

ISSUING AUTHORITY: Cheryl Ashpugh, Director HR

DATE: 7-2009

PURPOSE AND SCOPE

1.01 Oklahoma Panhandle State University is committed to maintaining the confidentiality of sensitive and personal information. This policy applies to all individuals and University units that collect, use, store, and transmit Social Security Numbers (SSNs).

OBJECTIVES

2.01 In issuing this policy, the University is guided by the following objectives.

- A. Increase awareness of the confidential nature of SSNs and the risk of identity theft related to unauthorized disclosure and reduce collection of SSNs except where authorized by law or approved administrative exceptions.
- B. Reduce the use of SSNs in records and information systems, including display screen and printed reports and reduce electronic storage of SSNs to a minimum number of locations with the goal being one location.
- C. Create consistent policies regarding the collection, storage, use, and disclosure of SSNs throughout the University and increase the confidence of students, employees, and affiliates/guests that their SSNs are handled in a confident manner.

POLICY

3.01 The Information Technology (IT) Information Security Office has the oversight responsibility for the use of SSNs.

3.02 Every OPSU department and/or unit, including branch campuses, that collect, store, or transmit SSNs must report that use to the OPSU IT Office. A centralized inventory will be maintained for all approvals and exception requests. Systems that collect or store social security numbers, which have not been approved by the OPSU IT Office, will be in violation of this policy.