

SSN Acknowledgment

The University of Texas System and the University of Texas at Austin have policies that require all employees to take appropriate measures to protect the confidentiality of social security numbers (SSNs). Even if your job does not require you to handle SSNs, it is important that you know the steps that the University is taking to protect the confidentiality of this information.

- Unless your job *requires* that you come into contact with SSNs, you should never ask someone for their SSN, and you should not use SSNs *or any part of an SSN* as an identification number. Never use SSNs just because they are convenient or because that is the way it has always been done.
- Every member of the faculty, staff and student body has an alternate identifier that should be utilized instead of the SSN, namely the UT EID (also known as the public username).
- It is against University policy to post grades by SSN *or any part of the SSN*, or any other identifier. Grades may only be posted behind a password-protected website in such a way that the student can only see their own grade, such as with eGradebook.
- If you do come into contact with SSNs, you have an obligation to keep them confidential and secure from unauthorized access, and to minimize the use, display and disclosure of SSNs in everything you do.
- If you believe that SSNs are being improperly used or requested, you should report it to your supervisor, department contact, system administrator or to Jeffery L. Graves, SSN Coordinator for the University, at jgraves@austin.utexas.edu or 471-1241.

All employees, faculty and students are subject to the University's rules of conduct regarding SSNs, which can be viewed on the SSN Rules of Conduct web page (<https://www.utexas.edu/projects/ssn/policy.html>). All employees should review and follow the University of Texas System policy regarding Protecting the Confidentiality of Social Security Numbers (<http://www.utsystem.edu/BPM/66.htm>). If your job requires that you utilize social security numbers, for example to process payroll or student financial aid, you are required to take further training, found in your Compliance Training Profile (CW 502 SSN Training) at <https://utdirect.utexas.edu/cts/profile.WBX>. All of these documents are available in paper versions; to obtain copies, please contact Gail Sanders at 471-9170. If you have questions about the University's policies regarding SSNs, please contact Jeffery L. Graves, SSN Coordinator for the University, at jgraves@austin.utexas.edu or 471-1241.

Please sign and date this Acknowledgment (be sure to include your UT EID) and return to Human Resource Service Center, Campus Mail J5600.

Name

Signature

Date

Department

UT EID or date of birth