

The University's Social Security Privacy Policy applies to all faculty, staff, students, and others that have access to, collect, or use an individual's Social Security Number (SSN). This policy also applies to the records or record systems purchased, developed, and maintained by the University. The policy establishes responsibilities and guidelines for ensuring the confidentiality of individual SSN in accordance with the *Michigan Social Security Number Act, Public Act 454 of 2004, MCL44081-87*.

207.1 POLICY STATEMENT

Lawrence Tech collects and maintains social security numbers of employees, students, vendors, and others in the ordinary course of its business and as required by law. The University handles SSN with a high degree of security and confidentiality.

207.2 VIOLATION OF POLICY

Corrective action is taken in the event of intentional violations of this policy. Such action may include the modification of a process, practice, record or record system to better protect the confidentiality of SSN or, if appropriate, employee disciplinary action. Loss or theft of social security numbers from University records or record systems will be promptly reported to the appropriate authority for responsive action.

207.3 REGULATIONS

- Lawrence Tech complies with Michigan State Law on protecting the confidentiality of SSN. Individual SSN may only be used as follows:
 - Required by Law. Lawrence Tech may use SSN if authorized or required by federal or state statute, rule, or regulation, or by court order or rule, or in litigation.
 - Administrative Use in the Ordinary Course of Business. Lawrence Tech may use SSN to:
 - Verify an individual's identity or similar administrative purposes related to employment, proposed employment, or enrollment;
 - Verify an individual's identity or administrative purposes related to an account, transaction, product, service, or proposed account, transaction, product, service;
 - Investigate an individual's claim, credit, criminal or driving history;
 - Detect, prevent, or deter identity theft or other crime;
 - Pursue or enforce legal rights, including, but not limited to, an audit, collection, investigation, or transfer of employee benefit, claim, debt, receivable, or account or interest in a receivable or account;
 - Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.
- Lawrence Tech complies with Michigan State Law on the uses and disclosures of SSN. Individual SSN will not be:
 - Publicly Displayed;
 - Visibly Printed on identification cards or badges;
 - Used, Transmitted, or Stored with more than 4 sequential digits of an SSN over the internet or on a computer system or network records or record systems that is not encrypted or secure;
 - Used as Primary Account Number or identifier for an individual, except where existing University records or record systems require such use.
- Access to Information and Training. Lawrence Tech limits access to SSN to those employees whose job duties require that they use this information in connection with University business. Documents and electronic files containing SSN will be maintained in a confidential manner, and will not be disclosed to persons other than those working in the specified areas.
- Disposal of Documents. Lawrence Tech properly disposes of documents containing SSN by ensuring that all such materials are shredded prior to discard. Data stored in electronic format is rendered irretrievable before computers are discarded or destroyed.

- Use of SSN by University departments for reasons other than those mentioned in Section 1 above must obtain approval for such use in advance. All requests must include the following information: 1) Name of the individuals whose SSN will be utilized; 2) purpose or reason for utilizing such information; 3) How the information will be utilized; and 4) Who will have access to such information. The request must be approved by one of the following officials.
 - Student SSN: All requests must be forwarded to the Registrar’s Office.
 - Faculty and staff SSN: All requests must be forwarded to the Director of Human Resources.
 - Other than above: All requests must be forwarded to the Vice President for Finance & Administration.

The Registrar or the Director of Human Resources, or their designee, will coordinate with the requesting official to: 1) evaluate the request; 2) determine if other options may be appropriate; and 3) render a decision on whether or not the use of SSN by the department is authorized. A copy of all requests for use of SSN, along with the decision rendered on the request, is maintained on file by the Registrar’s Office, the Human Resources Department or the Vice President for Finance and Administration.