



POLICY DIGEST

Monitoring Unit: Finance & Administration

Initially Issued: July 13, 2006

Last II. OBJECTIVES

- A. Eliminate the use of the SSN as the primary identifier for all individuals associated with the university
- B. Raise awareness of the confidential nature of the SSN
- C. Protect privacy interests
- D. Provide a consistent policy regarding treatment of SSNs
- E. Promote confidence by the University community that SSNs are handled in a confidential manner

The Executive Vice President & Provost shall assign to an existing administrator the responsibility of overseeing Social Security Number usage as it relates to students, prospective students, parents and alumni. The Executive Vice President for Finance & Administration shall assign an existing administrator the responsibility of overseeing Social Security Number usage as it relates to employees and other individuals (other than students, prospective students, parents and alumni) associated with the LSU.

Each Social Security Number Administrator shall be responsible for the following.

- A. Monitoring compliance with LSU's SSN Policy
- B. Authorizing the use of SSNs by appropriate persons acting for the University
- C. Coordinating communications to faculty, staff, and students concerning their rights and responsibilities with regard to collection, maintenance and distribution of SSNs
- D. Providing support and guidance for offices working with SSNs
- E. Maintaining a set of disclosure statements for use on University forms and documents that collect SSNs
- F. Develop a set of standards and guidelines addressing the handling of SSNs in electronic systems

serious disruptions in University business. A plan for a steady and purposeful movement away from dependency on SSNs will be developed. It is expected that this policy will be implemented in three years.

An employee, student, or other person who has breached the confidentiality of SSNs may be subject to disciplinary action or sanctions up to and including discharge and dismissal in accordance with University policy and procedures.