FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Social Security Number Use
FPU Policy Number: FPU-L0121P
X New Policy ___ Major Revision of Policy ____ Minor Technical Revision of Policy
Date First Adopted: August 25, 2014 Date Revised:
Responsible Division/Department: Executive Director of Finance and Planning
Initiating Authority: Be11ha Alexa nder , Executive Director of Finance and Planning

A. **APPLICABILITY/ACCOUNTABILITY:** This policy applies University wide including, but not limited to: the Finance Department, Office of Financial Aid, The Bursar's Office, Admissions, Human Resources, The University Foundation, Student Health and Wellness, and Public Safety and Police Department.

R **POLICY STATEMENT:** Federal and state laws require that social security numbers ("SSNs") are protected from unauthorized parties. In accordance with Florida Statute section 119.071 (5), Florida Polytechnic University may use social security numbers for purposes such as classification of accounts, identification and verification, credit worthiness, billing and payments, data collection, reconciliation, tracking, tax and scholarship reporting, financial aid processing, recruiting, accreditation of programs, and reporting to a receiving agency or governmental entity in which the disclosure is necessary for the University to perform its responsibilities.

C. **DEFINITIONS:** Florida Polytechnic University identification number- Students, Faculty, and Administration are provided unique identification numbers in order to assist in protecting their identities.

D: **PROCEDURES:**

1. The University shall minimize the use of social security numbers in campus operations and use other identifiers, including the Florida Polytechnic University identification number, in place of the social security number unless required or authorized by law to collect the social security number, The social security numbers collected by the University may not be used by for any purpose other than the purpose required or authorized by law.

2. The Bursar's Office may use SSN's for Florida Prepaid billing, third party billing & collections, and student tax documents (1098-t, 1042-s).

3. When collecting the social security number in person, the statement below shall be provided to the individual supplying the social security number.

4. If the social security number is collected on line, the statement below shall be posted on line at the point of collection.

Statement on the Collection and Use of Social Security Numbers

In accordance with the requirements of Florida law (Section 119.071, Florida Statutes), Florida Polytechnic University collects social security numbers only if specifically authorized or required by law or if imperative for the performance of the University' s duties and responsibilities. The University may collect social security numbers for some or all of the following purposes: identity tracking and management; billing and payments; credit worthiness; data collection, reconciliation and tracking; benefit processing; tax and scholarship reporting; financial aid processing; student health services, and reporting to authorized state and federal government agencies. Federal and state laws require us to protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned identification numbers to assist in tracking and protecting their personal info1mation. A summary follows:

ORGANIZATION	PURPOSE	STATUTORY AUTHORITY	MANDATED, AUTHORIZED OR BUSINESS IMPERATIVE
Admissions	Student record management	Fla. Stat. 119.07 I (5)(a)(2)(a)(ll)	Business Imperative
Continuing Education	Licensure; identity management; student record management	Fla. Stat. Sec.119.071 (5)(a)(2)(a)(II)	Business Imperative
Bursar/Financial Services/Controller's Office	Garnishments; Collections; Tax reporting	Fla. Stat. I 19.071(5)(a)(2)(a)(ll)	Business Imperative
Health and Wellness Center	Patient Identification and Tracking	Fla. Stat. 119.071(5)(a)(2)(a)(II)	Business Imperative
Human Resource Services/Payroll	Tax reporting; benefits eligibility; Unemployment Compensation; Workers Compensation	Sec. 6109, I.R.C.; Sec. Fla. Stat.119.071 (5)(a)(2)(a)(1I); Fla. Stat. 443. l715	Mandated; Business Imperative
Police Department	Background Screening; Identity Management; law enforcement	Fla. Stat. 943.13, Fla. Stat. 11 9.07(5)(a)(2)(a)(II)	Mandated; Business Imperative
Procurement and Contracts/ Accounts Payable	Tax reporting; contracts & purchases	Sec. 6109, I.R.C. ; Fla. Stat.119.07 I(5)(a)(2)(a)(II)	Mandated; Business Imperative
Registrar	Student record management	Fla. Stat. 1 19.071(5)(a)(2)(a)(II)	Business Imperative
Student/Enrollment Financial Affairs	Financial aid programs	34 CFR 668.14 and 34 CFR 668.16; Sec. 1091(a)(4) , 20 U.S.C.	Mandated
Foundation	Tax Reporting	3402(t)(2)(A); Sec. 6109, I.R.C.	Mandated

The collection, use, or release of your Social Security Number for the above purposes is imperative for the performance of the Florida Polytechnic University's duties.

By signing this document, you acknowledge the receipt of the above statement.

Name (Printed): - - - - - - - - - - - - - - - - - -

Signature: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Date: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

The item below must also be completed when someone other than the individual named above is signing on behalf of the individual:

I _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _(print name) am the legal guardian, custodian or have Power of

Attorney for this Individual.

Signature of Patient or Guardian: _ _ _ _ _ _ _ _ _ _ _ _   Date: _ _ _ _ _ _ _

Relationship to Individual: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

POLICY APPROVAL

Policy No.: FPU-1.0121P

_____   _____
Initiating Authority   Date

_____   _____
Policies & Procedures Review Committee Chair   Date

_____   _____
President/Designee   Date
Approved by FPU BOT, if required   _____
                                                                          Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL