

UC Santa Barbara  
Policies

Policy 7010

Issuing Unit: Administrative Services

Date: October 1, 1985

## COLLECTION AND USE OF SOCIAL SECURITY NUMBER

### I. REFERENCES:

- A. Federal Privacy Act of 1975 (Public Law 93-579), as amended.
- B. President Saxon's memo to Chancellors, December 10, 1976, regarding Privacy Act.

### II. POLICY:

The Federal Privacy Act is designed to safeguard the rights and privacy of individuals from the encroachments of Federal agencies in maintaining records on individuals. The Act serves to guarantee to individual citizens that the Federal government will not release information about them to the general public if that information could in any way constitute a clearly unwarranted invasion of personal privacy. It applies to the University with respect to collection and use of the Social Security Number and in the relatively few instances when the University enters into a contract (not a grant) with a Federal agency and in which the University agrees to undertake the design, development, or operation of a system of records on individuals which accomplishes a function of the Federal sponsoring agency.

#### A. Collection:

In all instances, when the University requests an individual to supply his/her Social Security Number, it must indicate in writing (1) whether disclosure is mandatory or voluntary, (2) by what authority the number is requested, and (3) the uses which will be made of it. See Attachment A for sample notices concerning collection of the Social Security Number; all forms used to collect the Social Security Number must contain one of these statements.

#### B. Mandatory versus Voluntary:

1. In cases of mandatory disclosure, documentation should be on file which included dated correspondence or copies of dated forms demonstrating: (a) that the disclosure requirement is mandatory; (b) that the record-keeping system was established prior to January 1, 1975; (c) that no substantial changes in such systems have taken place since that time; and (d) that the use or uses the number is put to remain substantially unchanged. In general, if these conditions cannot be met, disclosure of the Social Security Number must be on a voluntary basis.
2. The University may not deny to any individual any right, benefit, or privilege provided by law because of that individual's refusal to disclose his/her Social Security

Number, unless:

- a. The disclosure is required by law (as in the case of forms used to record income and withholding e.g., Form W-4, Employee's Federal-State Withholding Allowance Certificate), or
- b. The University system of records which requires the Social Security Number was in existence and operating before January 1, 1975, the disclosure is required by law or University procedure in effect prior to that date, and in order to verify the identity of an individual.

C. New Record Systems:

A new University record system (i.e., exclusive of State or Federal law requirements) may be established using the Social Security Number as an identifier only, if at collection, the individual is notified that disclosure is voluntary.

D. Employee ID Number versus Social Security Number:

The use of the Social Security Number as an employee identifier is limited to payroll purposes, unless the filing system was in place prior to January 1, 1985. An employee's identification number for non-payroll purposes is the six-digit number found in the lower left of their PAF form (MPP=).

III. ATTACHMENT:

- A. Sample Notices for Collection of the Social Security Number.

Please direct questions about these policies to [Meta.Clow@vcadmin.ucsb.edu](mailto:Meta.Clow@vcadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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