

## **POLICY ON THE PROHIBITION OF THE USE OF THE SOCIAL SECURITY NUMBER AS A COMMON STUDENT IDENTIFICATION**

Federal Laws authorize a number of specific uses of Social Security numbers by state and local agencies and entities. Some documents require the use of the Social Security number for the purpose of verifying the identity of a person, but this does not mean that there is an obligation or freedom to use it as a public, employee, or case record identification number.

Act 186 of 2006 prohibits the use of the Social Security number as a regular identification in public and private educational institutions from elementary to the post-graduate level.

The use of Social Security numbers on identification cards, enrollment lists or directories constitute a disclosure of personal information of identification, in violation of the provisions of FERPA. National University College is sheltered by the provisions of the Family Educational Rights Privacy Act of 1974, f to obtain Social Security numbers when there is a legitimate need.

**THE SOCIAL SECURITY NUMBER OF ANY STUDENT WILL NOT BE SHOWN IN A VISIBLE PLACE OR OBJECT TO THE PUBLIC IN ORDER TO IDENTIFY, PLACE OR PUBLISH GRADES LISTS, LISTS OF STUDENTS ENROLLED IN COURSES OR ANY LISTS OTHERWISE DELIVERED TO TEACHERS OR INCLUDED IN THE DIRECTORY OF STUDENTS OR ANY SIMILAR LIST EXCEPT FOR CONFIDENTIAL OR INTERNAL USE NOR MAKE IT ACCESSIBLE TO ANY PERSON THAT DOES NOT NEED OR DOES NOT HAVE THE AUTHORITY TO ACCESS THIS INFORMATION.**

When a document that contains a Social Security number must be made public, outside the context of academic confidentiality, it will be edited so that the data is partially or completely unreadable without it being considered an alteration of the document content.

These protections may be voluntarily waived by students of legal age or legally emancipated, or parents with custody of the children by written consent, but no such waiver may be imposed as a condition of enrollment, graduation, transcripts of grades or credits or provision of services.

This provision shall not apply in the use of the Social Security number in those cases where it is required or authorized by federal law or regulation or internal use for purposes of identity verification, validation, employment, taxes, or financial aid, subject to the institution or institutions involved to maintain its confidentiality.

It will be the responsibility of the Admissions Office of each campus to ensure that all students admitted receive a copy of the **POLICY ON THE PROHIBITION OF THE USE OF THE SOCIAL SECURITY AS A COMMON IDENTIFICATION** and maintain evidence that it has been delivered.

Each employee shall be responsible for complying with the Law to maintain the confidentiality of students and employees and should warn of actions to be taken to comply with them continuously. Any questions should be directed to the Offices of Human Resources, Academic and Student Affairs and the Chancellors of the campus or the President's Office.

This policy will take effect from the academic term of March 2008.

Signed by



Gloria E. Baquero, Ed.D.  
President

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