3-10-101 Objectives. The University of Northern Colorado recognizes that it collects and maintains confidential information relating to its students, employees, and individuals associated with the University and is dedicated to ensuring the privacy and proper handling of this information.

3-10-101(1) Purpose. The primary purpose of the University of Northern Colorado Student/Employee Identification Number Regulation is to provide the necessary procedures and awareness to ensure that University employees and students comply with both the letter and the spirit of this objective, to the letter and spirit of the Family Educational Rights and Privacy Act (FERPA) of 1974, revised and Colorado Revised Statute 23-5-127 (Identification Numbers for Postsecondary Students).

3-10-101(2) Objectives. The University is guided by the following objectives:

(a) Reduced reliance upon the Social Security Number (SSN) for identification purposes;

(b) Increased confidence by students and employees that SSNs are handled in a confidential manner.

(c) Broad awareness of the confidential nature of the SSN;

(d) Consistent policy towards and treatment of SSNs throughout the University.

3-10-102 Guidelines/Regulations. The Social Security Number Usage Committee is assigned the responsibility of overseeing the SSN usage at UNC. This committee's approvalion section

below.

3-10-103 Unique Identifier. The UNC Bear Number is a unique identifier that is used to replace the Social Security Number as the primary identifier in most instances within the University. The Family Educational rights and Privacy Act (FERPA) explicitly includes a student identification u-6 ( )0.001 ugqTw 14.o/TT0 1 Tf003 Tw -N (a)-7 (l)]TJ0 Tc 0 Tw ( )Tj-0

(5) How it will be used

(6) Who will have access to it

(7) How it will be disposed of

(8) Signature of department head

3-10-107 Denied Requests. Denied requests may be appealed by submitting a written request to meet with the Social Security Number Usage Committee to provide additional documentation and explanation of the necessity to use SSNs.

3-10-108 Approved Forms. All approved University forms and documents that collect SSNs will use the language substantially similar to the language indicated below.

(1) Student: “Use of Social Security Numbers: Providing a Social Security Number is voluntary and is not required for enrollment at UNC. However, the University is required by federal law to report to the Internal Revenue Service (IRS) the name, address and SSN of individuals from whom tuition and expenses are received and to whom compensation is paid. The SSN is required from individuals applying for and receiving financial aid and student employment (:) ( )]TJ 0 -1.2 TD [(t)-10 (u)-10 (d)-5 (e)-3 (n)-7 (t)-5 ( )-5 (S)-5 (S)-5 ( )-5 (N)-5 ( )-5 (i)-5 (s)-5 ( )-5 (r)-5 (e)-3 (q)-5 (u)-10 (i)-5 (r)-5 (e)-3 (d)-5 ( )-5 (f)-5 (o)-10 (r)-5 ( )-5 (e)-3 (n)-7 (r)-5 (o)-10 (l)-5 (l)-5 (m)-12 (e)-3 (n)-7 (t)-5 ( )-5 (a)-10 (t)-5 ( )-5 (U)-5 (N)-5 (C)-5 (.)-5 ( )-5 (H)-5 (o)-10 (w)-5 (e)-3 (v)-10 (e)-3 (r)-5 (,)-5 ( )-5 (t)-5 (h)-10 (e)-3 ( )-5 (U)-5 (n)-7 (i)-5 (v)-10 (e)-3 (r)-5 (s)-5 (i)-5 (t)-5 (y)-5 ( )-5 (i)-5 (s)-5 ( )-5 (r)-5 (e)-3 (q)-5 (u)-10 (i)-5 (r)-5 (e)-3 (d)-5 ( )-5 (b)-10 (y)-5 ( )-5 (f)-5 (e)-3 (d)-5 (e)-3 (r)-5 (a)-10 (l)-5 ( )-5 (l)-5 (a)-10 (w)-5 ( )-5 (t)-5 (o)-10 ( )-5 (r)-5 (e)-3 (p)-10 (o)-10 (r)-5 (t)-5 ( )-5 (t)-5 (o)-10 ( )-5 (t)-5 (h)-10 (e)-3 ( )-5 (I)-5 (n)-7 (t)-5 (e)-3 (r)-5 (n)-7 (a)-10 (l)-5 ( )-5 (R)-5 (e)-3 (v)-10 (e)-3 (n)-7 (u)-10 (e)-3 ( )-5 (S)-5 (e)-3 (r)-5 (v)-10 (i)-5 (c)-5 (e)-3 ( )-5 (\()-5 (I)-5 (R)-5 (S)-5 (\))-5 ( )-5 (t)-5 (h)-10 (e)-3 ( )-5 (n)-7 (a)-10 (m)-12 (e)-3 (,)-5 ( )-5 (a)-10 (d)-5 (d)-5 (r)-5 (e)-3 (s)-5 (s)-5 ( )-5 (a)-10 (n)-7 (d)-5 ( )-5 (S)-5 (S)-5 (N)-5 ( )-5 (o)-10 (f)-5 ( )-5 (i)-5 (n)-7 (d)-5 (i)-5 (v)-10 (i)-5 (d)-5 (u)-10 (a)-10 (l)-5 (s)-5 ( )-5 (f)-5 (r)-5 (o)-10 (m)-12 ( )-5 (w)-5 (h)-10 (o)-10 (m)-12 ( )-5 (t)-5 (u)-10 (i)-5 (t)-5 (i)-5 (o)-10 (n)-7 ( )-5 (a)-10 (n)-7 (d)-5 ( )-5 (e)-3 (x)-10 (p)-10 (e)-3 (n)-7 (s)-5 (e)-3 (s)-5 ( )-5 (a)-10 (r)-5 (e)-3 ( )-5 (r)-5 (e)-3 (c)-5 (e)-3 (i)-5 (v)-10 (e)-3 (d)-5 ( )-5 (a)-10 (n)-7 (d)-5 ( )-5 (t)-5 (o)-10 ( )-5 (w)-5 (h)-10 (o)-10 (m)-12 ( )-5 (c)-5 (o)-10 (m)-12 (p)-10 (e)-3 (n)-7 (s)-5 (a)-10 (t)-5 (i)-5 (o)-10 (n)-7 ( )-5 (i)-5 (s)-5 ( )-5 (p)-10 (a)-10 (i)-5 (d)-5 (.)-5 ( )-5 (T)-5 (h)-10 (e)-3 ( )-5 (S)-5 (S)-5 (N)-5 ( )-5 (i)-5 (s)-5 ( )-5 (r)-5 (e)-3 (q)-5 (u)-10 (i)-5 (r)-5 (e)-3 (d)-5 ( )-5 (f)-5 (r)-5 (o)-10 (m)-12 ( )-5 (i)-5 (n)-7 (d)-5 (i)-5 (v)-10 (i)-5 (d)-5 (u)-10 (a)-10 (l)-5 (s)-5 ( )-5 (a)-10 (p)-10 (p)-10 (l)-5 (y)-5 (i)-5 (n)-7 (g)-5 ( )-5 (f)-5 (o)-10 (r)-5 ( )-5 (a)-10 (n)-7 (d)-5 ( )-5 (r)-5 (e)-3 (c)-5 (e)-3 (i)-5 (v)-10 (i)-5 (n)-7 (g)-5 ( )-5 (f)-5 (i)-5 (n)-7 (a)-10 (n)-7 (c)-5 (i)-5 (a)-10 (l)-5 ( )-5 (a)-10 (i)-5 (d)-5 ( )-5 (a)-10 (n)-7 (d)-5 ( )-5 (s)-5 (t)-5 (u)-10 (d)-5 (e)-3 (n)-7 (t)-5 ( )-5 (e)-3 (m)-12 (p)-10 (l)-5 (o)-10 (y)-5 (m)-12 (e)-3 (n)-7 (t)-5 ( )-5 (\()-5 (:)-5 (\))-5 ( )-5 (T)-5 (j)-5 ( )-5 (0)-5 ( )-5 (-)-5 (1)-5 (.)-5 (2)-5 ( )-5 (T)-5 (D)-5 ( )-5 (\()-5 (S)-5 (t)-5 (u)-10 (d)-5 (e)-3 (n)-7 (t)-5 ( )-5 (i)-5 (S)-5 ( )-5 (R)-5 (h)-10 (e)-3 ( )-5 (i)-5 (s)-5 (1)-5 (s)-5 (a)-10 (e)-3 (n)-7 (d)-5 (i)-5 ( )-5 (j)-5 (o)-10 ( )-5 (n)-7 (r)-5 (i)-5 (h)-10 (e)-3 (-)-5 ( )-5 (1)-5 ( )-5 (1)-5 (s)-5 (a)-10 (e)-3 (n)-7 (d)-5 (i)-5 ( )-5 (j)-5 (o)-10 ( )-5 (n)-7 (r)-5 (i)-5 (h)-10 (e)-3 ( )-5 (s)-5 (1

University of Northern Colorado is committed to protecting the privacy of its students, employees and alumni, as well as other individuals associated with it. At times the University will ask you for your Social Security Number (SSN). Federal and state law required the collection of your SSN for certain purposes such as those relating to employment, student loans, and financial aid. Whenever your SSN is requested, the form (both electronic or hardcopy) used to collect your number will be clearly marked as to whether this request is voluntary or mandatory.

“The University is required by the IRS to supply them with the name, address, and Social Security Number of every tuition-paying student. The IRS relies on these lists to certify education related tax credits. The University cannot provide the IRS with this information without a valid SSN.

“The University is required to have a valid SSN before an individual can be entered into any business system involving financial transactions. Thus, without your SSN the University cannot grant an assistantship, waiver, or provide employment.

“Social Security Numbers collected by the University may be used in a variety of ways, such as, but not limited to, the following:

(a) To identify such student records as applications for admission, transcript and certification requests, medical

description of the University of Northern Colorado's Social Security Number policy, please visit the Board of Trustees website under University Regulations."

3-10-109 Enforcement. An employee or student who has substantially breached the confidentiality of either Social Security Numbers or the Bear Numbers may be subject to disciplinary action or sanctions up to and including discharge, dismissal, or prosecution under federal law as stipulated by FERPA in accordance with University policy and procedures.