

## **Policy on the Protection of Social Security Numbers**

Suffolk County Community College collects, maintains and secures social security numbers (SSNs) or taxpayer identification numbers (TINs), when they are the same as SSNs, for students, faculty, administrators, staff, alumni and other individuals associated with the College, who are required to provide such confidential personally identifiable information numbers.

This policy covers the use, display, storage, retention, and disposal of SSNs in print or electronic form and is applicable to all individuals who access, use, or control information technology and/or hard copy records containing SSNs. All such individuals shall employ deliberate and appropriate administrative, technical, and physical safeguards to protect the integrity, confidentiality, and security of the SSNs they handle, store, and/or transmit or to which they otherwise have been given or have gained access.

### **Policy Objectives**

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Violations of any part of this policy resulting in the misuse of, unauthorized access, or unauthorized disclosure or distribution of SSNs will be subject to College disciplinary procedures, up to and including the termination of employment. This policy is effective 10/20/17. (TJ) 0 Tc 0 Tw 10.46 0 Td