



POLICY TO LIMIT THE USE OF SOCIAL SECURITY NUMBERS

POLICY 52

NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. POLICY

To provide additional security of personal information maintained by the enterprise, it is the policy of the Medical University of South Carolina (MUSC) and its affiliates to limit the use of social security numbers (SSNs). SSNs should be used only when business processes require their use and no alternative is available. Any internal or departmental process that uses SSNs for convenience in reporting, identification or authentication should be discontinued.

II. PROCEDURES

- A.** MUSC will assign a unique, public number through an established registration process to all individuals who need to be personally identified on campus. This is a permanently assigned number and will be used internally to identify individuals throughout their careers at MUSC.
- B.** The MUSC ID is to be used for identification purposes only. As such, the assignment of an MUSC ID to an individual signifies that the individual has been properly registered by an approved MUSC registration authority. The MUSC ID is not intended to authenticate that individuals are who they represent themselves to be or to validate individuals current status or relationship with the MUSC enterprise. Other means will be used for those purposes.

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For additional information please refer to Financial Identity Fraud & Identify Theft Protection Act Highlights (FIFITPA) at http://academicdepartments.musc.edu/vpfa/hrm/mgrtools/otherhr/FIFITPA_Highlights.pdf and the SC Department of Consumer Affairs webpage at http://www.sconsumer.gov/identity_theft.html.

Approved by:	Information Contact	Implemented
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