

**POLICY  
BOARD OF TRUSTEES  
MAYLAND COMMUNITY COLLEGE**

**Title: SOCIAL SECURITY POLICY**

**Type: INSTITUTIONAL**

**POLICY NO: 3.014**

**Policy Adopted: June 9, 2008**

**EFFECTIVE DATE: 9-16-13**

**AMENDED DATE: 9-16-13**

*Charles Ronald Kates*  
**Chairman**

**AUTHORITY: NCGS 132-1.10**

**Purpose**

- Prevention of Identity Theft
- Compliance with FERPA and Privacy Act
- Compliance with N.C.G.S. 132-1.10 social security numbers and other personal identifying information.

**Statement of Policy**

General: Best efforts to identify and reduce availability of social security numbers.

It is the responsibility of individuals subject to this policy to use best efforts to know and inventory where they are maintaining social security numbers and to make best efforts to securely delete, convert, truncate, or secure such information.

**A. Inventory of Social Security Numbers. The inventory requirement is met by:**

1. Identifying hard copy documents, including reports from Information Systems, which contain social security numbers.
2. Identifying electronic files on desktops, laptops, servers, CDs, floppy disks, back-up tapes and USB drives, including files stored in applications and databases, large and small, that contain social security numbers.
3. Identifying vendors, contractors, or agents with whom you are working who work with social security numbers of Mayland Community College's constituents as part of a Mayland Community College sponsored activity.

**B. Remediation–Destroy or Truncate**

In cases where complete social security numbers are not necessary and Mayland Community College's Records Retention Schedules do not require the retention of such information, the social security numbers identified must be addressed in one of the following ways, in order of priority.

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**Destroy the information**

1. Paper records may be securely destroyed by shredding of the records.
2. Electronic information may be securely destroyed using secure individual file deletion or secure disk wipe utilities.

**Truncate Social Security Numbers**

1. Collect, maintain, and display only the last four digits of social security number.

**C. Remediation -Securing Complete Social Security Numbers**

1. In some cases, the maintenance of a complete social security numbers is necessary to comply with legal requirements or other business or information technology processes. In such cases, this sensitive data must adhere to strict security standards including, but not limited to, the following:
  - Social security numbers may only be stored on secure Mayland Community College servers. Storage on desktops or laptops is prohibited.
    - Exceptions–When approved and documented by executive management, full social security numbers may be stored on desktops or laptops.
  - Work from home restrictions–Personal/Home machines are not authorized to store social security numbers.
  - Social security numbers may not be stored on PDAs, USB drives, iPods, phones or similar portable devices unless they are encrypted.
  - Access to social security numbers must be restricted to individuals with a need to know for College functions to proceed.

**D. Remediation–Use by Third Parties**

Social security numbers will be released by the College to entities outside the College only when:

1. Permission is granted by the individual or the external entity is acting as a College contractor or agent and adequate security measures are in place to prevent unauthorized dissemination to third parties.

**E. Remediation–Restrictions on Transmission**

1. Social security numbers may not be sent over the network in plain-text, including e-mail.

**F. Compliance**

1. Verification–Designated data custodians are required to develop programs to promote compliance with this policy.

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2. Notification–Violations of this policy will be reported by ITSMT (Information Technology Security Management Team) to senior management of the business unit affected and Director of Personnel Services.
3. Remedy–All violations will be recorded by the Director of Personnel Services.
4. Any required action to mitigate harmful effects will be initiated in cooperation with the senior management of the business unit affected.
5. Responsibility–Responsibility for compliance with the policy lies with all faculty, staff, contractors, and agents of the above in connection with Mayland Community College oriented functions and activities involving social security numbers.
6. Time Frame–This policy shall be effective in accordance with the college’s board approval date.
7. Violations –Any of the provisions of this policy may result in suspension of computing privileges, disciplinary review, dismissal, termination, and/or prosecution in accordance with applicable federal, state or local statutes or ordinances.
8. Appeals–Appeals are decided by the Director of Personnel Services.