POLICY: Use of Social Security Numbers
Effective: 07/01/2007

Objective: In accordance with the University of Tennessee’s mandate to cease the use of Social Security numbers as an identifier, to the extent feasible and with the highest priority, all social security numbers have been moved from the standard text tables in the Alumni and Development Information System (ANDI) and stored in an encrypted format in specially built Oracle tables. This change will provide enhanced data security as well as reduce the possibilities of identity theft.

Procedures:

Encrypted social security numbers can be retrieved through special reporting processing. Authorization for access to encrypted data is limited and must be approved by the Assistant Vice President for Advancement Services.

Each authorized user must be trained in the social security number “retrieval process” and sign a form stating they understand the acceptable uses of the Social Security Number.

The acceptable use of social security numbers in Development and Alumni Affairs is for identification purposes only.

Social Security Numbers must be stored in a locked, secure location and destroyed when no longer needed. Social Security Numbers may never be stored electronically (e.g., on a personal or laptop computer or on the University’s computer network and servers) outside of the encrypted format on the specially built Oracle tables.

For questions regarding this policy, contact the Advancement Services help desk at (865) 974-4153 or email ANDIHelp@tennessee.edu
Advancement Services Policies & Procedures

PROCEDURES: Revised 08/22/05
Effective: 3/09/04

Procedure Note(s):