

## UCF STATEMENT OF COLLECTION AND USE OF SOCIAL SECURITY NUMBERS

The University of Central Florida (UCF) must notify individuals of the circumstances that require or authorize the collection and use of social security numbers (“SSN”). Florida Statute 119.71(5) specifically authorizes UCF to collect SSNs when required by law or where the SSN is imperative in the performance of its duties. The following are the general scenarios under which UCF will collect and use social security numbers:

<ul style="list-style-type: none"> <li>For processing payroll and other human resource functions, including benefits registration and processing, tax reporting, unemployment reporting, workers compensation, direct deposit, and payroll deductions (including for University gifts or services such as parking fees, etc.)</li> </ul>	<i>Required by the Internal Revenue Code (see sections 3402(f)(2)(A) and 6109 and implementing regulations); see also Florida Statute 119.071(5)(a)6 (authorized)</i>
<ul style="list-style-type: none"> <li>For use in processing accounts payable and other purchasing functions, including travel reimbursements;</li> </ul>	<i>Required by the Internal Revenue Code (see sections 3406) and 6109 and implementing regulation); permitted by 119.071(5)</i>
<ul style="list-style-type: none"> <li>For use in the proper identification and background screening of employees, vendors and volunteers</li> </ul>	<i>Immigration and Control Act of 1986 – 8 USC 1324 (required)</i>
<ul style="list-style-type: none"> <li>For use in administering federal and state programs, including verifying program eligibility and reporting data for accountability measures</li> </ul>	<i>Higher Education Act (HEA) of 1965 (see Sections 483 and 484) (required; authorized); Florida Statute 1001.706(5)(d) and 1008.31(3) (authorized)</i>
<ul style="list-style-type: none"> <li>For use in processing employee health related benefits including medical claims and identifying patients</li> </ul>	<i>See Florida Statute 119.071(5)(a) and (5)(a)6.f (authorized)</i>
<ul style="list-style-type: none"> <li>For use at locations that provide other health related services such as Health Services or the Counseling Center;</li> </ul>	<i>See Florida Statute 119.071(5)(a) and (5)(a)6.f. (authorized)</i>
<ul style="list-style-type: none"> <li>For use in student admission and enrollment and included as part of the student’s demographic record, including to coordinate transition from one educational institution to another</li> </ul>	<i>Higher Education Act (HEA) of 1965 (see Sections 483 and 484) (required; authorized)</i>
<ul style="list-style-type: none"> <li>For use in scholarships and financial aid, including as required by federal law for financial aid reporting, financial aid transactions, and federal work study. Note that all loan applications use the SSN or ITIN. For use in student account collections and for reporting to the IRS for education tax credits.</li> </ul>	<i>Higher Education Act (HEA) of 1965 (see Sections 483 and 484); Hope Scholarship and Lifelong Learning Credits legislation (Public Laws 105-34, 107-16); see Florida Statute 119.071(5) (required; authorized)</i>
<ul style="list-style-type: none"> <li>For collection and use upon a donation or gift to UCF or the UCF Foundation to facilitate tax reporting</li> </ul>	<i>Required by the Internal Revenue Code (see sections 170 and 6050L and implementing regulations)</i>
<ul style="list-style-type: none"> <li>For access to certain critical Information Technology Systems in order to certify and authenticate identity;</li> </ul>	<i>See Florida Statute 119.071(5) (authorized)</i>
<ul style="list-style-type: none"> <li>For use in administering third party standardized tests when testing agency requires collection;</li> </ul>	<i>See Florida Statute 119.071(5) (authorized)</i>
<ul style="list-style-type: none"> <li>To authenticate identity when no other means are available;</li> </ul>	<i>See Florida Statute 119.071(5) (authorized)</i>
<ul style="list-style-type: none"> <li>To assist in law enforcement activities of the UCF Police Department.</li> </ul>	<i>See Florida Statute 119.071(5) (authorized)</i>

To minimize the use of SSNs in campus operations, UCF assigns each employee and student a unique university-generated identification number (PID) for use in day-to-day operations. SSN’s are otherwise confidential and will be securely maintained. SSN’s will not be disclosed for any other reasons unless required by law or a court order.