The University of Arizona collects and maintains personal and confidential information, including Social Security Numbers, relating to University-Related Persons. The University is committed to safeguarding the security and confidentiality of personal and confidential information in compliance with applicable laws and has adopted policies, procedures, and practices to meet that objective.

This standard applies to all University-Related Persons and all University units.

The purpose of this standard is to:

- Eliminate the Social Security Number as a primary identifier at the University.
- Reduce reliance on the Social Security Number for identification purposes.
- Ensure that the Social Security Number is handled consistently throughout the University.
- Increase the confidence of University-Related Persons that their Social Security Numbers are handled in a confidential manner.

The collection of the Social Security Number of any University-Related Person and its use as an identifier for such person must be avoided, except as required by law.

**Related Guidance**

Information Security Policy (IS-100)
Information Security Terms Guideline (IS-G100)
Federal Privacy Act and SSN Usage Guideline (IS-G1001)
Exceptions Procedure (IS-P100)
Student Records Privacy Guidelines

All *italicized terms* used in this standard are defined in the Information Security Terms Guideline.

**Revision History**

<table>
<thead>
<tr>
<th>Initial Draft</th>
<th>2/27/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>7/01/08</td>
</tr>
</tbody>
</table>