

	Version: 2.0	Date: 2018/12/05
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Scope

- 2.1. This policy applies to all users of VSC data who have the ability to view Social Security numbers as part of their job function.

3. Policy

- 3.1. The VSC will assign all students, employees and vendors a unique identification number associated with the electronic administrative information system currently in use. Whenever possible, the unique identification number will be used to identify, track and service individuals associated with the VSC. Generally, the last four digits of the Social Security number will be used only to verify identity.
- 3.2. The VSC will collect and release social security numbers only as required by law or as required by an external entity for administrative purposes.
- 3.2.1. Federal law requires the VSC to report to the Internal Revenue Service (IRS) the name, address and Social Security number of any person from whom tuition and related expenses are received.
- 3.2.2. Federal law requires the VSC to report to the IRS the income and Social Security number of any person to whom compensation is paid.
- 3.2.3. Federal law requires all students who are U.S. citizens to provide their Social Security numbers prior to being registered for classes for the first time, except for those students in contract courses that are paid for by an external entity.
- 3.2.4. Other business processes such as benefits administration, awarding student financial aid, and paying non-corporate vendors may require the release of Social Security numbers.

Vermont State Colleges faculty, staff,

implementing proper handling techniques for Social Security numbers and the overall use of Social Security numbers for business processes.

3.3.