SSN Handling

Presented to Campus Business Managers
March 21, 2013
Background

• 1990’s
  • SSNs as identifiers becoming increasingly inappropriate

• 2001
  • RIN implemented as official identifier as an SSN substitute
  • Elimination of SSN in Print

• 2013
  • Reassess SSN usage
  • Eliminate access to SSN except where necessary to conduct business

• A cross-functional committee has been investigating current usage of Social Security Number (SSN) data in Rensselaer administrative systems to make recommendations to reduce accessibility.
Committee Membership

• DotCIO – Mark Sullivan, Mary Alice O’Brien, Michelle Henry, Amy Hudson, Linda Marra-Thompson, Jason Glose, Jon Finke, John Fisher*
• Student Life – Sharon Kunkel
• Human Resources – Lou Padula
• Finance – John Kalbacher, Pam Rochminski, Susie Palutti, Darcy Pickett, Jackie Ellsworth
• Financial Aid – Larry Chambers, Phil Bertorelli
• Enrollment Management – Sharon Beaudoin
• Institute Advancement – Marie Carroll
• Administration – Ron Moraski, Meaghan Kraft, Liz Debboli
• Hartford – Rich Silva

*security advisor to the Committee
What is Changing in Phase I - Banner

- Previous IDs will be deleted in Banner
  - Eliminates general access and searching by SSN

- All SSN fields will be masked (full or partial)

- The Form GUIXSSN will be eliminated
What is Changing in Phase I - Banner

• The alternate ID form GUIALT1 will be available to all
  • It allows for searches on other identifying data
  • A limited number of key individuals will be able to search by SSN on this form
Phase II – Vendor Data

• Dealing with Vendor Data
  • Non-incorporated vendors often utilize their SSNs as their Taxpayer Identification Number (TIN)

• Vendor data interfaces with several Administrative Systems

• Three populations of vendor data: true vendors; reimbursed employees; parents
Phase II – Vendor Data/Moving Forward

• Go Forward Plan
  • All entities (including parents and vendors) will be assigned RINs

• Historical Data
  • CMMS and WPIQ key off vendor data
  • Historical vendors and parents will be assigned a RIN unless they are in CMMS or WPIQ and all systems except CMMS and WPIQ will be updated
    • Remaining exposure is very small
Phase III – SSN in other administrative systems

• Assess usage of SSNs in other Administrative Systems
  • SciQuest; Simon; Nolij Imaging; Bosscars Parking; CMMS (Computerized Maintenance Management System); Capital Asset System (WPIQ); Evisions Check processing, etc.