



Rensselaer

# 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 GUIALTI 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; Nolib Imaging; Bosscars Parking; CMMS (Computerized Maintenance Management System); Capital Asset System (WPIQ); Evisions Check processing, etc.