

## Statement on the Collection and Use of Social Security Numbers

In accordance with the requirements of Florida law (Section 119.071, Florida Statutes), the University of West Florida collects social security numbers only if specifically authorized or required by law or if imperative for the performance of the University's duties and responsibilities. The University may collect social security numbers for some or all of the following purposes: identity tracking and management; billing and payments; credit worthiness; data collection, reconciliation and tracking; benefit processing; tax and scholarship reporting; financial aid processing; student health services, and reporting to authorized state and federal government agencies. Federal and state laws require us to protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned UWF identification numbers to assist in tracking and protecting their personal information.

The University's Office of Internal Auditing maintains a list that includes University entities that collect and use social security numbers and the statutory authority to do so. You may access the list at [http://uwf.edu/uwfid/internal/resources/2010\\_2-19-10\\_ssn\\_master\\_list.pdf](http://uwf.edu/uwfid/internal/resources/2010_2-19-10_ssn_master_list.pdf). A summary statement follows.

<b>ORGANIZATION</b>	<b>PURPOSE</b>	<b>STATUTORY AUTHORITY</b>	<b>MANDATED, AUTHORIZED OR BUSINESS IMPERATIVE</b>
Admissions	Student record management	Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Business Imperative
Continuing Education	Licensure; identity management; student record management	Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Business Imperative
Financial Services	Garnishments; Collections	Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Business Imperative
Health and Wellness Center	Patient Identification and Tracking	Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Business Imperative
Human Resource Services	Tax reporting; benefits eligibility; Unemployment compensation	Sec. 6109, I.R.C.; Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat. ; Sec. 443.1715, Fla. Stat	Mandated; Business Imperative
Police Department	Background Screening; Identity Management; law enforcement	Sec. 943.13, Fla. Stat.; Sec. 119.07(5)(a)(2)(a)(II), Fla. Stat.	Mandated; Business Imperative
Procurement and Contracts	Tax reporting; contracts & purchases	Sec. 6109, I.R.C. ; Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Mandated; Business Imperative
Registrar	Student record management	Sec. 119.071(5)(a)(2)(a)(II), Fla. Stat.	Business Imperative
Student Financial Affairs	Financial aid programs	34 CFR 668.14 and 34 CFR 668.16 ; Sec. 1091(a)(4), 20 U.S.C.	Mandated
Teacher Education	Identification and Tracking	Sec. 209-3-2, Ala.	Mandated
UWF Foundation	Tax reporting	Sec. 6109, I.R.C..	Mandated
Veterans Paperwork	Certifications, applications for benefits	38 U.S.C. 5101	Mandated