



University at Buffalo
The State University of New York

Associate VP for Information Technology

TO: UB InfoSource clients
FROM: Elias Eldayrie, Associate Vice President for Information Technology
DATE: May 23, 2006
SUBJECT: Social Security Number and UB InfoSource

Traditionally the University at Buffalo, like many universities, has used the Social Security number (SSN) as an ID number and common key to University records and information systems.

Recognizing the increased concern over privacy and the risk of identity theft, as well as to meet federal and state legal requirements, the University is accelerating its efforts to protect the SSNs of the University community. This is being done by using the Person Number as ID number and common key, by restricting access to SSNs in institutional information, and by providing standards for use and handling of SSNs for those with access.

In an effort to further protect SSNs, **access to UB InfoSource data containing SSNs will be limited to those with a legal or business need in the performance of their job responsibilities.** The Data Trustees will review SSN access requests with the Information Security Officer and grant or deny access.

A general University policy addressing protection of SSN data went into effect in January 2006. (http://www.itpolicies.buffalo.edu/SSN_Policy.pdf). Additional policies specific to UB InfoSource data access have also been developed: *Requesting Access to InfoSource Data Containing SSNs*, http://www.itpolicies.buffalo.edu/ssn/IS_SSN_access.shtml and *Standards for Securing Private and Regulated information*, <http://www.itpolicies.buffalo.edu/ssn/standards.shtml>. Please review these policies for further details.

Effective **August 8, 2006 SSN** access will be removed from all UB InfoSource data for all existing clients except those who have applied for and obtained approval for specific access.

All UB InfoSource clients should closely review the details (especially the timeline) listed below. I will be addressing any question/concerns regarding these changes at "Open Forum" sessions on **June 7th from 1:30 pm – 3:00 pm in 146 Diefendorf, South Campus** and on **June 14th from 2:30 pm - 4:00 pm in 120 Clemens, North Campus**. In the interim, please direct specific questions to ubinfosource@buffalo.edu.

This change applies to the following subject areas in UB InfoSource ONLY:

- Admissions - ADM
- Alumni - ALA
- Course - CRS
- Employee - EMP & PSL
- ePay - EPAY
- Financial (State) - FIN
- Financial (UBF) - FIN
- ISIS (includes CASA) - ISI
- Person (Student) - PER
- Person (Employee) - PPD
- SAMS - (SAM)
- Student - STU & STS

Timeline for implementation & impact on UB InfoSource clients:

1. Person number added to all data areas in UB InfoSource (IS) which previously only included Social Security Number:
 - Date: May 2, 2006
 - Impact: Person Number will be available for usage in queries and local applications for FIN and ISI subject areas.

2. UB InfoSource existing clients revise any queries and/or applications which use SSN as a key and replace with Person Number.
 - Date: From May 23, 2006 to August 8, 2006
 - Impact: failure to do so may result in failures

3. UB InfoSource existing clients who can demonstrate a legitimate legal or business justification for access to SSN in UB InfoSource MUST contact the appropriate Data Trustee(s) to obtain the necessary forms to request access. A list of Data Trustees can be found on the UB InfoSource main page on My UB. All requests must have required signatures in order to be processed. Requests will be closely reviewed and you will be notified regarding the decision.
 - Date: From May 23, 2006 to August 1, 2006

4. SSN access removed from all UB InfoSource data for all existing clients except those who have applied for and obtained an exemption.
 - Date: **August 8, 2006**
 - Impact: SSN field will appear as blank for any client who has not obtained an exemption. Table/view names remain unchanged. Queries/applications using SSN as a key in any join will fail without the exemption to view this data.

- 5) SSN removed from the following UB InfoSource reports available from MyUB:
 - Date: **August 8, 2006**
 - Impact: Person Number will replace SSN on the following reports:
 - Personal Service Regular Transactions
 - Personal Service Temporary Transactions
 - Temporary Service Supplemental

- 6) SSN access removed from all new UB InfoSource data requests.
 - Date: **August 8, 2006**
 - Impact: default for all new clients is no access to SSN.

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