

Mississippi State University

Employee SSN Confidentiality Statement

Background: Mississippi State University (MSU) is committed to maintaining the privacy of all records containing the Social Security numbers (SSNs) of students, faculty, staff, and other individuals associated with the university. The MSU Operating Policy on Social Security Number Usage, OP 01.23, outlines procedures for protecting SSN data.

Employee Responsibilities: You must read the provisions below and indicate your agreement by signing and dating this document.

I understand that in the course of my work for Mississippi State University, I will have access to SSN data which may be on paper, contained in software, visible on screen displays, in computer readable forms or otherwise. (Specific access to electronic data bases, including BANNER access, must also be approved on a separate form.)

I will receive and hold all SSN data as confidential, and hereby affirm that I will not:

- (i) use it except in my work for MSU;
(ii) copy SSN data except as necessary for such permitted use; and/or
(iii) publish, disclose or provide access to SSN data except for limited disclosure and access to other MSU employees who need to know for the same permitted use or as otherwise directed by MSU.

Good practices for maintaining data security include:

- locking rooms where paper records or other backup media are kept;
keeping personnel files, student files, and other confidential paper records secure by not leaving them unattended or keeping them out in public view when working with them; and
verifying destination addresses prior to transmitting secure data.

I understand and agree that failure to keep SSN data confidential may result in disciplinary action under the terms of the Operating Policy on Social Security Number Usage.

EMPLOYEE PRINTED NAME

DEPARTMENT

EMPLOYEE SIGNATURE

DATE

Signed Confidentiality Statements are to be kept in the unit for every employee who deals with data that contains SSNs.