



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Use of Social Security Numbers	
Department: Information Security / Safety & Risk Management	Reference No.:
Division: Administration & Finance	Issue Date: June 2005
References: Information Security Bulletin (ISB) 2005-03	Revision Date: NA
Web Links: CSU HR 2005-07 Use of Social Security Numbers CSULB Information Security	Expiration Date: NA

Effective July 1, 2005, CSU must comply with California Civil Code Section 1798.85, which restricts the use of Social Security Numbers. All CSULB departments and CSULB Auxiliary Organizations are required to comply with this law. Under this law, it is unlawful to do any of the following:

1. Intentionally communicate or otherwise make an individual's social security number available to the public;
2. Print an individual's social security number on any card required for access to products or services, such as a library card or university identification card;
3. Require an individual to transmit his/her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Require an individual to use his or her social security number to access an Internet Web site, unless a password, unique personal identification number, or other authentication device is also required to access the Internet Web site; or
5. Print an individual's social security number on materials that are mailed to the individual, unless state or federal law requires the social security number to be on the document to be mailed. But social security numbers may be included in applications and forms sent by mail, including documents set as part of an application or enrollment process, or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. Even if it is permissible to mail a social security number, the number may never be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or which is visible on the envelope or without the envelope having been opened.
6. Encode or embed a social security number in a card or document, including using a bar code, chip, magnetic strip, or any other technology.

For further information or assistance, contact the campus Information Security Officer at 985-8260.

FORMS: NA