

Statement on the Collection and Use of Social Security Numbers

In accordance with the requirements of Florida law (Section 119.071(5), Florida Statutes), the University of North Florida collects social security numbers only if specifically authorized or mandated 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; enrollment reporting, 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 UNF identification numbers to assist in tracking and protecting their personal information. A summary follows:

ORGANIZATION	PURPOSE	AUTHORITY	AUTHORIZED/MANDATED OR BUSINESS IMPERATIVE
Admissions	Student record management.	20 U.S.C. 1090; 20 U.S.C. 1091	Authorized by federal law; Business imperative.
Registrar	Student record management, including N-number assignment.	20 U.S.C. 1090; 20 U.S.C. 1091	Authorized by federal law; Business imperative.
Financial Aid	Financial aid application and administration.	20 U.S.C. 1090; 20 U.S.C. 1091	Authorized by federal law; Business imperative.
Controller's Office	Garnishment; Collections; Billing; Tax reporting; N-number assignment.	26 U.S.C. 6109	Authorized by federal law; Business imperative.
Procurement	Tax reporting; Purchasing; Contract and vendor management; N-number assignment.	26 U.S.C. 6109	Authorized by federal law; Business imperative.
Human Resources	Employment eligibility verification; Establishing network access; Payroll processing; Tax withholding and reporting; Benefits enrollment and eligibility; Unemployment compensation; and Other human resource functions.	26 U.S.C. 6109	Authorized by federal law; Business imperative.
University Police Department	Law enforcement; Identity management; Background screening.	943.13, F.S.	Business imperative.
Military Veterans Resource Center	Administration of military veteran benefits.	38 U.S.C. 5101	Mandated by federal law.
Environmental Health & Safety	Radiation Dosimetry; Personal exposure reporting.	10 C.F.R. 20.2203; Rule 64E-5.345, F.A.C.	Mandated by federal law and state regulation.
College of Education and Human Services	Educator certification reporting to the State of Florida.	1012.56, F.S.	Mandated by state law.
Institutional Research	Reporting to the Florida Board of Governors and other regulatory bodies.	20 U.S.C. 1090; 20 U.S.C. 1091; 1001.706(5)(e), F.S.; 1008.31(3), F.S.	Authorized by federal law; Mandated by state law; Business imperative.
UNF Foundation	Tax reporting	26 U.S.C. 6109	Authorized by federal law; Business imperative.

Dated: 04/19/2019