

Ralph W. Kuncel, PhD MD  
Provost and Executive Vice President



Memorandum

To: Fellow Cabinet Members  
From: Ralph Kuncel, Provost and Executive Vice President  
Sue Stewart, Senior Vice President and General Counsel  
Date: May 8, 2009  
Re: SSN Policy Compliance Deadline

**We request that you distribute this message to all of your department heads and other relevant administrators. Please also discuss this subject in any staff or faculty meetings that you may conduct.**

You are all aware of the significant legal and reputation risks the University incurs if there is a public disclosure or even potential disclosure through theft or loss of social security numbers in our possession. The University is in the process of putting in place additional mechanisms to protect the privacy of SSN records. We need your help. Please make your direct reports and department administrators aware of this risk and the need to take action by June 30 either (1) to discard, securely, any record that contains a Social Security number and is not needed for University business or (2) to register the existence of SSN records needed to be kept (see link below for easy registration) so that the University may be aware of the existence of these SSN records and assure that they are maintained with adequate security.

We understand that people will need to spend time looking through files, disposing of documents or electronic files that contain Social Security numbers that you no longer need, or registering and protecting those SSN records that need to be retained. University and Medical Center IT Security Officers and Privacy Officers stand ready to offer assistance (contact information below.)

After the June 30 deadline, a security breach, loss or potential illegal disclosure of Social Security numbers that have not been registered will result in financial liability for the department(s) responsible for managing the data.

To register SSN records that will continue to be maintained, go to [http://www.rochester.edu/it/policy/SSN-PII/ssn\\_registration.php](http://www.rochester.edu/it/policy/SSN-PII/ssn_registration.php).

The new privacy environment and laws require that we think differently about how we store, maintain and use protected and personal identifying information. Together we can protect our community and preserve the reputation of the University of Rochester. You can find more information about this SSN/PII policy at <http://www.rochester.edu/it/policy/SSN-PII/index.php>.

If you are not sure how to proceed, please review the checklist available at <http://www.rochester.edu/it/policy/SSN-PII/checklist.php> or contact an IT Security or Privacy Officer.

	University-wide	Medical Center specific
Privacy Officers	273-1804	275-7059
IT Security Officers	273-1804	784-6115
Office of Counsel	273-5824	758-7619
Compliance Hotline	756-8888	