

THE UNIVERSITY OF TEXAS AT ARLINGTON

OFFICE OF THE PRESIDENT

February 3, 2005

Dear Colleagues,

Early last year, The University of Texas System issued Business Procedures Memorandum UTS-165 calling for the restricted use of social security numbers as student and employee identifiers.

The University of Texas at Arlington recognizes that it collects and maintains information relating to its students and individuals associated with the University. We are dedicated to ensuring the privacy and proper handling of this information.

The primary purpose of this social security number policy is to ensure that UTA employees and students comply with both the letter and the spirit of UTS-165. An SSN Web site has been created to provide access to and awareness of necessary UTS-165 requirements and guidelines.

For more information visit: www.uta.edu/security

As we move forward in meeting our compliance responsibilities, the University will be guided by the following objectives:

- Broad awareness of the confidential nature of the SSN.
- Reduced reliance upon the SSN for identification purposes.
- A consistent policy towards and treatment of SSN's throughout the University.
- Increased confidence by students and employees that SSN's are handled in a confidential manner.

You are asked to circulate this policy memorandum within your unit, especially to faculty and staff who handle student or employee records, and to proactively look for ways to ensure UTS-165 compliance. This is an important step to protect the privacy of the members of the UTA community.

For more specific details on UTS-165 requirements, please visit the www.uta.edu/security . You may also email any questions or comments to Information Security Officer Sean Lanham slanham@uta.edu or by contacting him at 817-272-5487.

At a later date, further information and guidance will be issued concerning the assignment of identification numbers.

Sincerely,

Jim

James D. Spaniolo
President