

## Social Security Number Privacy Policy

### Statement of Purpose:

University of Detroit Mercy (UDM) is committed to maintaining the confidentiality of social security numbers it collects with respect to employees, students and individuals associated with UDM. Effective January 1, 2006, UDM is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the (t

enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

Other legitimate reasons for collecting a social security number include, but are not limited to:

- Applicants for employment may be required to provide a social security number for purposes of a pre-employment background check.
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- State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that the social security number appear in the document.
- As part of an application or enrollment process initiated by the individual.
- To establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit, or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
- The document is mailed by or at the request of the individual whose social security number appears in the document or at the request of his/her parent or legal guardian.
- The document is mailed in a manner or for a purpose consistent with Gramm-Leach-Bliley Act, the Health Insurance Portability and Accountability Act or the Michigan Insurance Code.
- The document is mailed in connection with an ongoing administrative use to do any of the following:
  - Verify an individual's identity, identify an individual, or accomplish another similar administrative purpose related to an existing or proposed account, transaction, product, service, or employment.
  - Investigate an individual's claim, credit, criminal, or driving history.
  - Detect, prevent, or deter identity theft or another crime.
  - Lawfully pursue or enforce the University's legal rights.
  - Provide or administer employee or health insurance benefits, claims, or retirement programs.

