

**University of Maryland**  
**Policy on the Collection, Use and Protection of ID Numbers**  
**(Approved by the President May 31, 2005)**  
<http://www.president.umd.edu/policies/docs/vi-2600A.pdf>

**Appendix B – Employee Notification**

**Employee Notification**

*“Use of Social Security Number (SSN) – Employees*

*Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) and section 10-624 of the State Government Article of the Annotated Code of Maryland, requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, what use will be made of it, the specific consequences for failure to provide the information, whether the information is generally available for public inspection and whether the information is made available or transferred to or shared with any entity other than the University .*

*Accordingly, each employee is advised that disclosure of his or her SSN is required as a condition of employment at the University of Maryland in complying with State and Federal employment matters including but not limited to, the withholding and reporting of State and Federal income tax, FICA, and Medicare insurance tax. Additionally, the SSN may be used and maintained, when supplied by an employee, as documentation for completing the Federal I-9 Employment Authorization Form. The employee’s SSN will be used to accurately record state and federal required data as necessary or required for the conduct of legitimate University business and consistent with applicable law. This number will be maintained in a secure and confidential manner and not be re-disclosed for any other purpose.*

*The authority for requesting disclosure of an employee’s SSN is grounded in various federal laws including but not limited to, 42 U.S.C. 405c, affecting wage reporting and withholdings.*

*Efforts to limit the use of SSN include the issuance of a unique U ID Number that is assigned to all employees as part of their initial employment and will be used for all University identification purposes.”*