

## **SOCIAL SECURITY NUMBER PRIVACY**

Alma College (“Alma”) understands the importance of protecting the confidentiality of its employees’ Social Security numbers and those collected in the ordinary course of Alma business. Neither Alma nor any of its employees will unlawfully disclose Social Security numbers obtained during the ordinary course of business. Alma will limit access to information or documents containing Social Security numbers to those employees who need the information to do their jobs.

In addition, Alma will shield Social Security numbers displayed on computer monitors or printed documents from being easily viewed by others. Unless required to do so, Alma will not use Social Security numbers as personal identifiers, permit numbers, license numbers, or primary account numbers or other similar uses

Alma may use a Social Security number to perform an administrative duty related to employment, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate claims; to perform a credit check, criminal background check or driving history check; to enforce legal rights; or to administer benefits programs.

All provisions of this policy are subject to the language of the Social Security Number Privacy Act of the State of Michigan.