



INFORMATION TECHNOLOGY

UNIVERSITY *of* WASHINGTON | TACOMA

UW Tacoma Social Security Number Policy (updated 5/3/2024)

All UW Tacoma campus departments or schools must not use the campus web site or email system to collect, use, store or transmit social security numbers (SSN) including scanned SSN documents containing SSN's, associated with internal or external individuals as these systems are not a secure form. If it is necessary to collect or distribute SSN for university business, the campus unit must contact Information Technology in advance to set up a secured process for the collection, transmission and storage of this data. If SSN data is found on the UW Tacoma web site, it will be removed. This policy augments the UW standard on Social Security Numbers.

<https://privacy.uw.edu/reference-materials/policies/ssn-standard/>