

**PROCEDURE ON THE USE, DISCLOSURE, AND DISPOSAL
OF STUDENT SOCIAL SECURITY NUMBERS**

Monroe County Community College protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the College. In this effort, the College has implemented procedures as prescribed by Michigan P.A. 454 of 2004, which pertain to the use, disclosure, and disposal of student social security numbers (SSNs).

SSNs are collected from all students and are currently used for:

- Financial aid
- Specific reporting functions as required by state and federal government
- Transcripts
- Reporting to the National Student Clearinghouse used for attendance verifications, degree reporting, and loan tracking

The Student ID number may be used interchangeably for the SSN whenever the student registers for classes, makes a payment, or other internal functions. When the student gives an SSN, the Student ID will be printed on any internal hard copy material such as schedules, rosters, bills, etc.

All documents and records containing student SSNs will be kept in a secure environment. Copies of materials with a student SSN are destroyed when not retained in a secure area. Any original hard copy material, such as an application, with the SSN listed, is treated as confidential material and is shredded or destroyed after the student has not registered for four years.

Faculty and staff are notified annually of privacy procedures and FERPA requirements for any form of communication, printed or verbal. Only authorized College personnel may access records and documents that contain student SSNs and identification. Any College employee that accesses social security data without authorization shall be disciplined up to and including termination. If illegal intent is determined, employees will be referred to authorities for possible criminal prosecution.