

## Data Access Guideline – Redaction of SSN

### Executive Summary

#### Purpose

To provide an example of effective approaches used to eliminate Social Security Numbers (SSN) from database systems.

#### Overview

In order to eliminate SSNs completely from the ID data base, historical card records need to be addressed. These records contain the information from previously issued cards that have since been replaced either by the cardholder themselves or through the recent recard and other cleanup activities.

Two options were recommended to the Data Custodian:

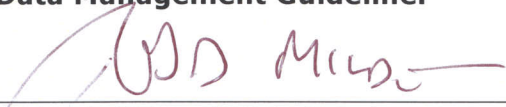

- 1 Delete all of the card records.
- 2 Do a blanket replacement of SSNs with EIDs. This would keep the records intact but the SSNs would no longer be in the record.

The Husky Card Office uses the historical records infrequently. Most use is related to replacement card requests and whether a fee is associated with the card replacement. The blanket replacement would allow for a sufficient history check for the HCO to make a reasonable determination about the reason for replacement and the applicability of a fee.

**Action Taken: Data Custodians chose to** proceed with proposed blanket replacement (Option 2). It is expected that this will be executed at the end of May.

#### Concurrence

**The undersigned concur with the proposed replacement of data described in this Data Management Guideline.**

	TODD MILTON	8/6/2009
University Registrar (Data Custodian)	Printed	Date
Signature		
	Bill Yock, Assoc. Vice Provost OIM	8/6/09
Vice-Chair of DMC Signature	Printed	Date