INFORMATION TECHNOLOGY
REQUEST FOR ACCESS TO FULL SOCIAL SECURITY NUMBER IN BANNER AND RELATED SYSTEMS
BALL STATE UNIVERSITY OFFICE OF INFORMATION SECURITY SERVICES

1. REQUIREMENTS

As stipulated in the Ball State University Social Security Number Policy, access to the full Social Security Number may only be requested when the director of the requesting office certifies access the full Social Security Number is required to meet a regulatory mandate, or the requirements of an external agency.

a. Read access to the full Social Security Number may not be granted based upon a showing of greater convenience, or due to historical precedent. The scope of access must be tailored as narrowly as possible to meet regulatory or external agency requirements, and will be limited to those having direct job responsibilities requiring this access.

b. Full Social Security Number may not be extracted into reports or other files and may not be used to populate or refresh external systems or databases unless in each instance this is approved in advance through ERPS, and after security review with the Director of Information Security who may impose additional requirements.

c. Each person granted full read access to the Social Security Number must have a signed confidentiality agreement in place, these signed forms must be maintained within the department requesting access and the requesting department must certify a signed confidentiality agreement is on file before submitting a request for a particular person.

2. REQUEST FOR:

Please cross out any boxes below that are not used.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Role</th>
<th>Ball State University Username</th>
<th>Date Confidentially Agreement Was Signed Format: mm/dd/yyyy</th>
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Internal Use Only

Date mm/dd/yyyy

/  

Department Head Approval

/  

Completed by Banner Security

/  

Date mm/dd/yyyy