

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**PROCEDURES AND REGULATIONS GOVERNING MICHIGAN SOCIAL  
SECURITY NUMBER PRIVACY ACT**

Schoolcraft College, in order to secure and protect employee and student Social Security numbers properly, holds all employees that use or have access to any employee or student Social Security numbers to the highest degree of confidentiality.

In addition to the College's normal security and confidentiality policies, procedures, and practices, employees and students are prohibited from accessing, viewing, or using other employee or student Social Security numbers without express permission from the College or from the individual whose number is accessed, viewed, or used. Only authorized personnel may access records and documents that contain employee or student Social Security number information. Authorized personnel are prohibited from unlawful disclosure of Social Security numbers.

Michigan's Social Security Privacy Act (MCL 454.84) prohibits the disclosure of Social Security numbers in certain circumstances. Specifically, the Act prohibits any person from doing the following with respect to more than four sequential numbers of a person's Social Security number:

- ▶ Publicly displaying the numbers;
- ▶ Using the numbers as the primary account number for an individual (unless such use began before March 1, 2005, and the use is ongoing, continuous, and in the ordinary course of business);
- ▶ Visibly printing the numbers on any identification badge or card, membership card, permit, or license;
- ▶ Requiring an individual to use or transmit the numbers over the internet or computer system unless the connection is secure or encrypted;
- ▶ Requiring an individual to transmit the numbers to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;
- ▶ Including the numbers in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging.

Upon disposal, documents containing Social Security numbers should be shredded.

The Act further prohibits including Social Security numbers in any document mailed to a person unless doing so is authorized by law; the document is sent as part of an application or enrollment process initiated by the individual; the document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit; the document is mailed by a public body; or the document is mailed at the request of the individual whose number appears on the document.

There are certain exceptions to these restrictions, such as using the numbers to verify a person's identity; using the numbers for an administrative purpose related to an account, transaction, product, service, or employment; investigating the individual's credit, criminal, or driving history; providing or administering employee or health insurance benefits; or the use is authorized by law, pursuant to legal discovery or process, or pursuant to a criminal investigation or prosecution.

A person who knowingly violates the Act is guilty of misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000 or both. A person may also bring a civil action to recover actual damages.

Proposed to Cabinet  
October 18, 2005  
Revised—VP and CFO  
August 1, 2019