

<p>New York State Information Technology Policy</p>	<p>No: NYS-PO9-004</p>
<p>IT Policy Name:</p> <p>Social Security Number (SSN) Initiative: Remediation Policy on Printing Full SSNs</p>	<p>Updated: 10/15/2009</p> <p>Issued By: NYS ITS State Chief Information Officer Director Office of IT Services</p> <p>Policy Owner: Data Center Operations and Service</p>

1.0 Purpose and Benefits of the Policy

Social Security numbers (SSNs) are considered highly sensitive, personal identifying information. There is no universal need to use SSNs as identification. Nevertheless, use and storage of SSNs by government entities for many purposes, including the receipt of certain benefits, still appears to be widespread. In an effort to protect our Customer Agencies as well as ourselves from the risk of a potential accidental security breach, the ITS Data Center Operations & Services is undertaking an initiative to phase out the printing of documents containing full nine-digit SSNs in favor of documents that do not contain full SSNs.

The benefits in doing so are to reduce the instances of government entities using unnecessary identifying information that is not required by state or federal law, rule or regulation; help ensure that personally identifying information does not become available to unauthorized persons; and protect the privacy of New York State residents by decreasing the availability of information used in identity theft and fraud.

2.0 Enterprise IT Policy Statement

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as Director of the NYS Office for Technology, the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering. Details regarding this authority can be found in NYS ITS Policy [NYS-P08-002, Authority to Establish State Enterprise Information \(IT\) Policy, Standards and Guidelines](#).

3.0 Scope of the Policy

This policy applies to all government entities, as defined in NYS Executive Order 117, using the Data Center Operations & Services Enterprise Print Service.

4.0 Policy Statement

Within ninety (90) days of the effective date of this policy, each entity which uses or plans to use the ITS Data Center Operations & Services Enterprise Print Service shall submit to their ITS Customer Relations Manager a Migration Plan setting forth its remediation procedures for phasing out the use of full SSNs on print documents and planning for the discontinuance of such use altogether by January 1, 2011. After the initial remediation plan is submitted by the government entity, the entity must submit a status report identifying their progress every 6 months until their remediation plan is complete. Remediation must be completed within two years from the issuance of this policy. The only exception is if a state or federal law, rule or regulation requires the use of full SSNs on print documents, in which case the government entity shall identify such legal requirement to the ITS.

5.0 Policy Compliance

This policy shall take effect upon publication.

6.0 Definitions of Key Terms

A complete listing of defined terms for NYS Information Technology Policies, Standards, and Best Practice Guidelines is available in the "NYS Information Technology Policies, Standards, and Best Practice Guidelines Glossary (<http://www.its.ny.gov/policy/glossary.htm>)."

7.0 Contact Information

Submit all inquiries and requests for future enhancements regarding this policy to:

**Attention: Policy Owner
Data Center Operations and Services
New York State Office of the Chief Information Officer and Office for Technology
State Capitol, ESP, P.O. Box 2062
Albany, NY 12220**

Questions may also be directed to your ITS Customer Relations Manager at:
Customer.Relations@cio.ny.gov

The State of New York Enterprise IT Policies may be found at the following website:
<http://www.its.ny.gov/tables/technologypolicyindex.htm>

8.0 Revision Schedule and History

Date	Description of Change
10/15/2009	Original Policy Release
10/15/2011	Scheduled Policy Review
09/12/2012	Reformatted and updated to reflect current CIO, agency name, logo and style.

9.0 Related Documents
