During the 2005 legislative session, the General Assembly enacted the North Carolina Identity Theft Protection Act (the “Act”). The Act imposed new restrictions upon the collection and segregation of Social Security numbers (“SSNs”) and upon the disclosure and security of SSNs and other personal identifying information (“PII”).

The majority of the Act’s provisions were effective on December 1, 2005; however, additional requirements will become effective on July 1, 2007. With limited exceptions, these requirements prohibit us from doing the following:

- Intentionally printing or imbedding an individual’s SSN on any card required for the individual to access University services.

- Requiring an individual to transmit the individual’s SSN over the Internet, unless the connection is secure or the SSN is encrypted.

- Requiring an individual to use the individual’s SSN to access an Internet Web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet Web site.
- Printing an individual’s SSN on any materials that are mailed to the individual, unless State or federal law require that the SSN be on the document to be mailed. An SSN that is permitted to appear on the document to be mailed may not be printed, in whole or in part, on a postcard or other mailer not requiring an envelope, or visible on the envelope or without the envelope having been opened.

There are, however, several statutory exceptions to the above limitations. Of particular relevance to the University community is that the prohibition does not apply when the SSN or other identifying information is disclosed to another governmental entity or its agents, employees, or contractors if disclosure is necessary for the receiving entity to perform its duties and responsibilities, or when the SSN is required for certain judicial matters or when only the last four digits of an SSN are used.

To determine whether a proposed collection or use of an SSN is permitted, please contact the Committee via campus mail at CB #9105 or via email at legal@unc.edu. Additional information and prior campus communications regarding the Act and the Committee is available at http://www.unc.edu/depts/legal/ssn.

We continue to encourage all campus departments to minimize or eliminate the collection and use of SSNs and other PII. If you have any questions regarding this memorandum or the requirements of the Act, please contact any of the following individuals:

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Thank you for your cooperation and assistance.