



# UC San Diego

## Policy & Procedure Manual

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### RECORDS MANAGEMENT

#### Section: 480-2 EXHIBIT A

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### EXHIBIT A

#### SAMPLE PRIVACY STATEMENTS SOCIAL SECURITY NUMBERS

Type I: Use this statement when the disclosure of the Social Security Number is required by law and the recordkeeping system was established after January 1, 1975

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. Disclosure of the social security number is required pursuant to (Section 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended). The social security number is used to (verify your identity). The principal uses of the number shall be to (report payments and income taxes withheld to Federal and State governments).

Type II: Use this statement when the University system of records which requires the Social Security Number was in existence and operating before January 1, 1975, and the disclosure is required by law or University procedure in effect prior to that date to verify the identity of the individual

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. It is used to (verify your identity in the record-keeping system) which was established prior to January 1, 1975 under the authority of The Regents of the University of California, Article IX, Section 9 of the California Constitution. It may also be used, where applicable to (report payments and income taxes withheld to Federal and State governments. Disclosure of the social security number is required pursuant to \_\_\_\_\_.