


THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411

**Date:** November 19, 2003 **Code:** HR 2003-23

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



Christine Helwick  
General Counsel

**Subject:** New Legislation Regarding Use of Social Security Numbers

Due to the passage of Senate Bill (SB) 25, the California Civil Code Section 1798.85 has been amended to limit the California State University's use of social security numbers as identifiers for students and employees.<sup>1</sup> A summary of the impact is provided below:

- Effective July 1, 2005, the California State University (CSU) will be prohibited from:
  1. Publicly posting or displaying an individual's social security number.
  2. Printing an individual's social security number on any card required for access to products or services.
  3. Requiring an individual to transmit his/her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
  4. Requiring an individual to use a social security number to access an Internet Web site, unless a password, unique personal identification number, or other authentication device is required also.

---

<sup>1</sup> Governor Davis also signed Assembly Bill 763 into law; however, due to contingency language in both bills, SB 25 is the bill that will go into effect. However, there is no difference between AB 763 - Section 2 and SB 25 - Section 5.5.

---

**Distribution:**

CSU Chancellor	AVPs/Deans of Faculty Affairs
Chancellor's Office Executives	Human Resources Directors
Vice Presidents, Academic Affairs	Payroll Managers
Vice Presidents, Administration	Benefits Officers
Vice Presidents, Student Affairs	SOSS Director
Vice Presidents, Information Technology	

5. Printing an individual's social security number on materials that are mailed (except where required by state or federal law). However, social security numbers may still be included in applications and forms sent by mail to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number may not be printed on a postcard or visible on an envelope.

**Exception:** If CSU has, before January 1, 2004, continuously used an individual's social security number in a manner inconsistent with the restrictions noted above, the CSU may continue to use the social security number, provided that notice of the right to stop the use is provided annually to the individual, a request to stop the use is honored within 30 days without charge, and no services are denied as a consequence.

- Effective July 1, 2005, CSU will be prohibited from encoding or embedding a social security number in a card or document, including using a bar code, chip, magnetic strip, or any other technology. There is no exception from this prohibition even if this practice began prior to January 1, 2004.
- Because the legislation is intended to deter public disclosure of social security numbers, it does not prohibit use of the social security number for internal verification, or administrative purpose, or as otherwise required by law.

SB 25 may be viewed on the Web at:

[http://www.leginfo.ca.gov/pub/bill/sen/sb\\_0001-0050/sb\\_25\\_bill\\_20031012\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/bill/sen/sb_0001-0050/sb_25_bill_20031012_chaptered.pdf)

Questions may be directed to systemwide Human Resources at (562) 951-4411 or your campus counsel, as appropriate. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcc/cr