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**Administrative Regulation**  
Chapter 5 – Student Services

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**AR 5040.3 USE OF SOCIAL SECURITY NUMBERS**

**Use of Social Security Numbers**

The District shall not do any of the following:

- Publicly post or publicly display an individual’s Social Security Number (SSN);
- Print an individual’s SSN on a card required to access products or services;
- Require an individual to transmit their SSN over the Internet using a connection that is not secured or encrypted;
- Require an individual to use their SSN to access an Internet website without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual’s SSN that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the SSN.

**References:**

Education Code Sections 66093.3, 71091 and 76200 et seq.;  
Title 5 Sections 59022-59026, 59118, 54600 et seq.;  
20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);  
Civil Code Section 1798.85, 1788.90 et seq.

*Revised: April 29, 2020*