New College of Florida Social Security Number-Collection and Usage

In accordance with Section 119.071(5), Florida Statutes, this document denotes the purpose for the collection and usage of Social Security Numbers (SSNs) by New College of Florida (NCF). To minimize use of SSNs in campus operations, NCF assigns a unique "N" number as its identification number for students and employees and an "X" number to identify and track non-NCF affiliated persons and businesses. In instances where the "N" or "X" number is not sufficient, a SSN may be collected and used for the following purposes:

OPERATING UNIT	PURPOSE	STATUTORY AUTHORITY
Academic Affairs / Institutional Research	SUS reporting to Board of Governors.	Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (authorized)
Admissions	Student Record Management including receipt of documents from other education institutions in support of the admissions application process.	Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. and Higher Education Act (HEA) of 1965 (authorized)
Business Office	Financial information reporting, tuition payment statements, 1099's, W9's, student promissory applications, FL Prepaid Tuition/Housing Credit Reimbursement.	I RS Code sections 3402 (f) (2) (a) and 6109 (required); Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (authorized)
Campus Police	Data input and retrieval involving National and State law enforcement databases and Police Department records management.	Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (required; authorized)
Financial Aid	Financial aid eligibility, transmit student data to Federal and State financial aid entities, reporting to FAFSA.	Higher Education Act (HEA) of 1965 (see sections 483 and 484), Hope Scholarship and Lifelong Learning Credits - Public Laws 105-34, 107-16); Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (required; authorized)
Foundation	Collection and use upon a donation or gift to NCF or the NCF Foundation to facilitate tax reporting.	Internal Revenue Code Under Sections 3402(f)(2)(A) and 6109 and implementing regulations (required)
Human Resources	Federal I-9's, W-4, W-2, and 1099, processing FICA, quarterly unemployment reports, Florida retirement contributions, Workers Compensation reports, direct deposit files, group benefits, proper identification and background screening of employees and volunteers.	Immigration and Control act of 1986-8 USC 1324 (required) I RS code, Sections 3402 (J) (2) (A) and 6 6109 (required) Sec. 119.071 (5) (a) (2) (a) (ll), (6) and (7) Fla. Stat. (authorized)
IT	Authentication and certification of identity (when no other means are available) prior to accessing information technology systems containing sensitive data.	Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (authorized)
Registrar	Student records/transcript requests, including coordination and transition from one educational institution to another.	Higher Education Act (HEA) of 1965 (see Sections 483 and (484); Sec. 119.071 (5) (a) (2) (a) (ll), Fla. Stat. (required; authorized)