

## APPENDIX 4

### SAMPLE DISCLOSURES

#### **Disclosure for the employment process.**

Disclosure of your social security number (“SSN”) is requested as part of your application for employment with The University of Texas Medical Branch at Galveston (the “University”). During the employment application process, your SSN will be used as a unique number in order to identify you within the University’s current applicant tracking system. Disclosure of your SSN at the time that you apply for employment is voluntary, but disclosure of your SSN is mandatory before you may be employed by the University. Federal law requires the University to report income and SSNs for all employees to whom compensation is paid. Employee SSNs are maintained and used by the University for payroll, benefits, internal verification, and administrative purposes, to verify employment, and to conduct background checks for security sensitive positions. The University reports SSNs to Federal and State agencies or their contractors as authorized or required by law and for benefits purposes. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

#### **Disclosure for the student application process.**

Disclosure of your Social Security Number (“SSN”) is requested for the student records system of The University of Texas Medical Branch at Galveston (the “University”) and for compliance with Federal and State reporting requirements. Federal law requires that you provide your SSN if you are applying for financial aid. Although an SSN is not required for admission to the University, failure to provide your SSN may result in delays in processing your application or in the University’s inability to match your application with transcripts, test scores, and other materials. Student SSNs are maintained and used by the University for financial aid, internal verification, and administrative purposes, and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law and the University will not disclose your SSN without your consent for any other purposes except as allowed by law.

#### **General mandatory disclosure.**

Disclosure of your Social Security Number (“SSN”) is required of you in order for The University of Texas Medical Branch at Galveston to  [state intended use of SSN] , as mandated by [Federal] [State] law. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

#### **General voluntary disclosure.**

Disclosure of your social security number (SSN) is requested from you in order for The University of Texas Medical Branch at Galveston to  [state intended use of SSN] . No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in  [state what may happen if the individual fails to provide SSN] . Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.