Appendix B – Affiliates Notification

Required Disclosure Statements

**Affiliates Notification**

“Use of Social Security Number (SSN) – Affiliates/Guests who receive University services and are not students, employees, or non-paid appointees.

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) and section 10-624 of the State Government Article of the Annotated Code of Maryland, requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security number, that individual must also be advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, what use will be made of it, the specific consequences for failure to provide the information, whether the information is generally available for public inspection and whether the information is made available or transferred to or shared with any entity other than the University.

Accordingly, each affiliate/guest is advised that disclosure of his or her SSN is requested as a condition of applying for services from the University of Maryland for the purpose of administering those services. The University may use an affiliate or guest’s SSN to accurately identify affiliates/guests, to coordinate services administered by different departments, and to ensure accuracy of data as necessary for the conduct of legitimate University Business and consistent with applicable law. The SSN will be maintained in a secure and confidential manner and not be re-disclosed for any other purpose.

A unique UID Number is assigned to affiliates/guests as part of their initial request to receive University services and is used for all University identification purposes.”