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MEMORANDUM

TO: Whom It May Concern *Sam Ferguson*
 FROM: Samuel L. Ferguson
 DATE: April 8, 2013
 SUBJECT: Statement on the Collection and Use of Social Security Numbers

In accordance with the requirements of Florida law, Section 119.071, Florida Statutes, the Commission for Independent Education collects social security numbers only if specifically authorized by law or if imperative for the performance of the Commission's duties and responsibilities.

The list below identifies the purposes for which social security numbers may be collected, used or released, the pertinent authority that allows the Commission to do so and whether the use is authorized or mandated under federal or state law.

PURPOSE	AUTHORITY	AUTHORIZED OR MANDATED BY LAW
To calculate retention rates, transfer rates, completion rates, graduation rates, employment and placement rates, and earnings of graduates, student level data, including social security numbers, are reported by institutions to the Commission.	Section 1005.22(1)(i), F.S. Section 445.004(9)(e), F.S. Section 1008.39, F.S. Section 119.071(5)(a)2.a.	Authorized. Disclosure is necessary for the receiving governmental agency, which is another office of the Florida Department of Education, to perform its responsibility to calculate these rates under the Florida Education and Training Placement Information Program.
To calculate job placement	Section 445.004(9)(e), F.S.	Authorized. Disclosure is

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Executive Director
 Commission for Independent Education

rates for students and providers who are funded by workforce development, student level data, including social security numbers, are reported by institutions to the Commission and the Commission forwards the data to the Florida Education and Training Placement Information Program (FETPIP)	Section 1008.39, F.S. Section 119.071(5)(a)2.a.	necessary for the receiving governmental agency, which is another office of the Florida Department of Education, to perform its responsibility to calculate these rates under the Florida Education and Training Placement Information Program.
To provide student transcripts to students and bankruptcy trustees, partial social security numbers, are requested	Section 1005.36(3), F.S. Section 119.071(5)(a)2.a.	Authorized. Only the last four numbers of the social security numbers are requested for this purpose.
To conduct an investigation and to conduct site visits of licensed institutions, documents from the institution may be collected or provided and these documents may include social security numbers.	Section 1005.35, F.S. 1005.38, F.S. 1005.31(15), Rule 6E-4.007 Section 119.071(5)(a)2.a.	Authorized.
To process travel reimbursements for employees, social security numbers are noted on reimbursement documents.	Section 112.061(11), F.S. Rule 69I-42.003 Section 119.071(5)(a)2.a	Authorized.
To process distributions from a closed school from the Student Protection Fund.	Section 1005.37, F.S. Section 119.071(5)(a)2.a.	Authorized.
To process payment to vendors for whom a federal tax identification number is not available.	26 CFR Section 31.3406 Federal W-9	Authorized.
To process tort claims and notices against the Commission	Section 768.28(6), F.S. Section 119.071(5)(a)2.a.	Authorized.