

Requester's Name: \_\_\_\_\_

***Data Warehouse (DW) Social Security Number (SSN) Database***

✓ TO REQUEST ACCESS	DATA WAREHOUSE (DW) SYSTEMS
	DW Social Security Number Database

***Important Information:***

Effective 02/2004 the SSN will only be available in a separate, restricted database.

- Due to the sensitive nature of the SSN, no users will be “grandfathered” into the new SSN database.
- Each user must request access using this attachment. The following steps must be completed prior to gaining access to this database:
  - The ARF and this DW SSN attachment must be completed.
  - The following signatures are required:
    - The Requester’s
    - The Requester’s Supervisor’s
    - The Data Custodian(s). (*OIT Data Security will acquire this signature for requesters.*)
- Each requester must provide an explanation of their need for/use of the SSN in the “Statement of Business Need” section on the ARF.

***For assistance using the SSN table, please  
contact the IMS staff via [reports@tc.umn.edu](mailto:reports@tc.umn.edu)***

**DATA CUSTODIAN AUTHORIZATION (OIT DATA SECURITY WILL FORWARD YOUR FORM TO THE APPROPRIATE AREA)**

<i>HR Data Custodian Authorization Printed Name:</i>	<i>Phone:</i>
<i>HR Data Custodian Signature:</i>	<i>Date:</i>

<i>SA Data Custodian Authorization Printed Name:</i>	<i>Phone:</i>
<i>SA Data Custodian Signature:</i>	<i>Date:</i>