

The University of Texas at San Antonio

**NOTICE FOR REQUEST OF DISCLOSURE OF
SOCIAL SECURITY NUMBER**

Disclosure of your Social Security Number (“SSN”) is required of you in order for The University of Texas System to report as required to the Texas Department of Insurance mandated by 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.

NOTICE ABOUT INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at San Antonio collects about you. Under Sections 552.021 and 552.023 of the *Texas Government Code*, you are entitled to receive and review the information. Under Section 559.004 of the *Texas Government Code*, you are entitled to have The University of Texas at San Antonio correct information about you that is held by The University of Texas at San Antonio and is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the *Texas Government Code*) and rules. Different types of information are kept for different periods of time.

For more information please visit;

The Handbook of Operation Procedures 9.35

<https://utsa.edu/hop/chapter9/9-35.html>.

The University of Texas System policy

UTS165 <http://www.utsystem.edu/bor/procedures/policy/policies/uts165.html>.