

UT Health San Antonio

**NOTICE FOR REQUEST OF SOCIAL SECURITY NUMBER FOR
EMPLOYMENT PURPOSES**

Disclosure of your social security number (“SSN”) is requested as part of your application for employment with UT Health San Antonio at _____ . During the employment application process, your SSN will be used as a unique number in order to identify you within UT Health San Antonio 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 UT Health San Antonio. Federal law requires UT Health San Antonio to report income and SSNs for all employees to whom compensation is paid. Employee SSNs are maintained and used by UT Health San Antonio for payroll, benefits, internal verification, administrative purposes, to verify employment, and to conduct background checks. UT Health San Antonio reports SSNs to Federal and State agencies or their contractors as authorized or required by law and for benefits purposes.

NOTICE ABOUT INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled on your request to be informed about the information UT Health 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 UT Health San Antonio correct information about you that is held by UT Health San Antonio and is incorrect. The information that UT Health 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. Any questions on how your SSN may be used; contact the Office of Regulatory Affairs & Compliance at 210-567-2014.