

APPENDIX 2
Information Security Policy

Sample Disclosures

General mandatory disclosure.

Disclosure of your social security number (“SSN”) is required of you in order for Middle Tennessee State University to [state intended use of SSN] , as mandated by [Federal] [State] law. Further disclosure of your SSN is governed by the Tennessee Public Records Act and other applicable law.

General voluntary disclosure.

Disclosure of your social security number (SSN) is requested from you in order for Middle Tennessee State University to [state intended use of SSN] . No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in [state what may happen if the individual fails to provide SSN] . Further disclosure of your SSN is governed by the Tennessee Public Records Act and other applicable law.