

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 02-02

TO: Department and Agency Human Resource, Personnel and Affirmative Action Officers
FROM: William E. Doyle, Director of Staffing Services
SUBJECT: Social security numbers on certifications of lists
DATE: April 2, 2002

Due to concerns about personal privacy and identity theft, effective immediately we will no longer provide social security numbers on eligible lists and related documents that we send out. This includes, but may not be limited to, decentralized eligible lists, eligible list certifications, reemployment list certifications, manage placed list certifications, position specific examination certifications, rosters for computer based testing (e.g. Professional Careers in Accounting and Auditing) and list change notices.

The Department of Civil Service, in the course of conducting business of mutual concern, provides information to your agency about individuals. We ask that you and your staff review your internal procedures to insure that the information is treated with discretion and sensitivity to maintain the privacy of personal information.