



HANDLING SENSITIVE DATA FOR 4-H YOUTH DEVELOPMENT PROGRAMS

Revised August 2010

The university has a legal obligation to prevent unauthorized access to sensitive personal data under Wisconsin Act 138 and under various provisions of federal law. Sensitive data is identified as any of the following data associated with a person's name.

1. Social security number.
2. Driver's license number.
3. Financial account number, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account.
4. Deoxyribonucleic acid profile, as defined in s. 939.74 (2d) (a).
5. Unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation.
6. Protected health data.

4-H Youth Development Sensitive Data Practices

Volunteer Applications (YPAF)

The 4-H Youth Development Volunteer Application (YPAF) will continue to request Social Security numbers. If volunteer applicants do not provide their Social Security number on the application, their application should be fully considered, using the other information provided to check the backgrounds records.

The Crime Information Bureau background check requires complete name, sex, race, and date of birth of the individual being checked. According to the Crime Information Bureau website, "Entry of social security number is optional, but please be aware that this number is one of the unique identifiers used by the Crime Information Bureau and by the Department of Health and Family Services. Social Security numbers help prevent incorrect matches."

The 4-H Youth Development Volunteer Application (YPAF) will also continue to require the Driver's License number for volunteer applicants. This number is required in the event there is a need to check the driving record of the applicant.

Please note: ***While Social Security numbers are collected on this form, they should not be entered into the 4-H Plus data base.*** Volunteer Application forms should be retained and filed in a secure (locked) file.

Health and Registration Forms

Do not collect Social Security numbers on health or registration forms. This information was collected in the past on a number of forms. Be sure these forms are retained for the proper length of time, and stored in a secure (locked) file.

Refer to the UW-Extension policy for 4-H Youth Development Records Retention for information on retention periods for typical 4-H Youth Development documents:

<http://www.uwex.edu/ces/4h/resources/policies/documents/RecordsRetentionPolicy.pdf>.



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