

**Subject:** Reminder: Take Care When Sending Social Security Numbers to SCEIS  
**Audience:** SCEIS HR Users

Recently, the SCEIS Service Desk has received email messages containing Social Security Numbers. It is important for agency human resources employees to remember that Social Security Numbers are sensitive data, and are not automatically protected when sent via email to SCEIS. Below are some rules of thumb to help you determine when and how to convey a Social Security Number to SCEIS.

- **When you submit an email to the SCEIS Service Desk, use the employee Personnel Number, not a Social Security Number, to identify the employee.** The SCEIS Team can search the system by Personnel Number to research your help request.
- When you submit a data load template to the SCEIS Human Resources Team or the SCEIS Service Desk, and it includes Social Security Numbers, always **use the South Carolina Secure Email Service** to send the email. This will encrypt the message, ensuring sensitive data stays secure.
  - To use the South Carolina Secure Email Service, just type *[secure]* at the beginning of the Subject line, then send the email as you normally do.
  - The recipient of your secure message will receive an email with a link to a web address in it. They will be asked to log on the “secure” website. The first time they log in, they will have to set up a passphrase. Once they have logged on to the website, they will be able to read your “secure” message. They can then reply, but they cannot forward the message to another address.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.