



## Social Security Privacy File Deletion Policy

Applies To:	All	Policy Number:	ITS-0018
Issued By:	Director of ITS	Policy Version Number:	
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### Policy

In accordance with the University of Detroit Mercy Social Security Number Privacy Policy, Information Technology Services requires all users who have stored a file that contains a SSN to delete that file. To delete the file please follow this procedure.

1. Empty the trash can on your desktop
2. Run a "Defrag" on the hard drive.
3. Run a zero out application such as "Simple File Shredder" (Available Online)