




BOSTON COLLEGE

OFFICE OF THE CONTROLLER

TO: P1s & P2s
FROM: Michael J. Driscoll 
DATE: October 1, 2009
SUBJ: Sensitive Data/Accounts Payable

In an effort to comply with the University's Data Security policy, we want to remind you that sensitive data such as credit card numbers, social security numbers, bank information or other confidential information should not be included on invoices or paperwork sent to Accounts Payable. We all want to ensure the safety of other's personal information.

Some examples of where sensitive data can be found are:

- Initial Vendor Request
- Independent Contractors
- Consultants
- Expense reimbursement to non-employees
- Honorariums
- Stipends
- External Trainers
- Performance payments

PeopleSoft Financials is a secure system which stores and protects confidential data, thus social security numbers are only required during the initial Vendor set-up. After the vendor has been added in PeopleSoft, Accounts Payable does not need that data for any reason.

Furthermore, vendors should not be including social security numbers on their invoices. If necessary please ask your vendors to remove SSNs on their invoices or any paperwork used for payment purposes. Accounts Payable will no longer accept paperwork that includes sensitive data.

Also, remember that all paperwork maintained in your office containing confidential information needs to be secure. If you have any questions or concerns, please feel free to contact Janice Daly, 2-4498 or Carolyn Donoghue, 2-8911.