Introduction
The Husky ID Card ("Husky Card") is the official identification card for members of the University of Washington (UW) community. It is used for visual identification (photo validation) and to electronically access designated University services provided by UW academic, business and student organizations (UW Organizations). Such services include but are not limited to access to certain UW facilities, Husky Card Account debit funds, U-PASS transit, UW Libraries, and the Intramural Athletic facility.

Cardholders, UW Organizations, and third parties authorized to use Husky Card data are advised that except for the photo, data associated with the Husky Card are current as of the card issue date. An issue date appears on all cards issued beginning May 2011. The effective date of the person’s photo on the Husky Card may precede the card’s issue date.

Husky Cards are University property and their use is governed by this standard, regardless of the cardholder’s current status with the UW. Cardholders and card-enabled service providers alike are responsible for adhering to the provisions of this standard. Cardholders, UW Organizations, and third parties are prohibited from altering, printing, duplicating or otherwise modifying or misrepresenting the physical card or its electronic or printed data.

1. Purpose
   This standard:
   • Defines the acceptable uses of the UW Husky Card including the physical card as well as the printed and electronic data associated with the card;
   • Applies to all UW campuses and locations;
   • Outlines the process to be used by UW organizations, individual cardholders and third parties in requesting authorization to access and use Husky Card data for purposes other than visually confirming the identity of the cardholder; and
   • Identifies the limitations on use of the Husky Card by the cardholder, UW organizations, and third parties.

2. Roles and Responsibilities
   a. Data Trustees
      • Exercise authority over policies, procedures, and standards that govern data definitions, access, and use for data stored on the Husky Card, mirrored in the Husky Card Database, or accessed through a process enabled by the Husky Card and within their purview according to the UW Data Map.
      • Serve as executive sponsors of the Husky Card Advisory Committee, which provides oversight and direction on Husky Card data and use issues.
   b. Data Custodians
      • Implement and enforce adherence to this standard.
• Review and authorize requests to access and use Husky Card data for purposes other than visual identification of the cardholder.
• Provide guidance and education about this standard.
• Submit recommendations for updates to this standard to the Husky Card Advisory Committee.

c. Husky Card Advisory Committee (HCAC)
• Advises the Husky Card Data Trustees and Husky Card program management on policies, practices and matters pertaining to the Husky Card program.
• Assesses and evaluates risk factors associated with and opportunities for improvement of the Husky Card program.
• Advises the Husky Card Data Trustees & Custodians on policies, practices and matters pertaining to data stored in the Husky Card Database, on Husky Cards, or associated with the Husky Card program.
• Serves as a resource to campus entities considering use of the Husky Card for physical credentialing and identification. In collaboration with UW Information Technology (UW-IT), provides direction to UW organizations regarding the selection of appropriate magnetic stripe and Radio Frequency Identification (RFID) reader equipment.

d. Husky Card Office (HCO)
• Serves as the lead UW organization for addressing issues related to Husky Card production, management recommendations, and communication about the Husky Card program and program practice.
• Collaborates with the HCAC, Data Custodians, and campus partners to establish appropriate policies and practices regarding the treatment of cards and card data.
• Receives and reviews Husky Card related data requests and provides administrative support to the Data Custodians in their consideration and processing of those requests.
• Fulfills requests for access to card-related data as authorized by the Data Custodians(s).


a. UW Policies and Standards in Force
• All data associated with the card, including records of card use, are UW data that must be stored, managed and transmitted in accordance with APS 2.2 – University Privacy Policy LINK: http://www.washington.edu/admin/rules/policies/APS/02.02.html and APS 2.6 – Information Security Controls and Operational Practices LINK: http://www.washington.edu/admin/rules/policies/APS/02.06.html as well as other applicable standards. All authorization to access or use Husky Card associated data is restricted to the use requested, and no other access, use or storage of the data is implied or may be made.

b. Cardholder Terms and Conditions of Use
• Cardholders are responsible for the care and safekeeping of their Husky Cards and the protection of information printed on or stored in the card.
• The Husky Card is intended for the sole use of the cardholder and may not be lent to or used by individuals other than the cardholder to whom it is issued.
• Any sale, transfer, alteration or fraudulent use of the Husky Card is a violation of UW policy and may result in disciplinary action or suspension of privileges. See:
c. UW Organizations – Use of Husky Card Printed Data.
   • No authorization is required for UW Organizations’ use of the Husky Card Photo, Person Name, University Identification Number (SID, EID), Person Status (e.g., Student, Employee, Retiree, etc.) for visual identification of the cardholder. Use of the printed data elements for purposes other than visual identification of the cardholder must be authorized by the appropriate Data Custodians(s).
   • Recording, storage or use of the printed transit card serial number (CSN) and/or the printed card verification number (CVN) is not allowed without the authorization of the appropriate Data Custodians.

d. UW Organizations – Use and Limitations on Use of Husky Card Electronic Data.
   • UW Organizations may not access Husky Card electronic data without obtaining the advance approval of the appropriate Data Custodians.
   • UW Organizations that are authorized to access Husky Card electronic data may read the card by authorized electronic mechanisms (card swipe or RFID reader) only for the purpose of verifying identity unless the organization has been explicitly authorized by the appropriate Data Custodians(s) to access and use other data associated with the card.
   • UW Organizations that are requesting use of Husky Card electronic data must comply with University-specified equipment and software requirements for magnetic stripe and RFID readers.
   • UW Organizations that have not been granted authorization may not capture or use Husky Card electronic data elements for any purpose.
   • UW Organizations that have been authorized to use electronic data elements for identity verification or to grant rights or privileges may not combine data derived from the Husky Card with any local data unless explicitly authorized by the Data Custodians.
   • For purposes of this standard only, the University Book Store and the University of Washington Club are considered UW Organizations.

e. Third Party Use and Limitations on Use of Husky Card Printed or Electronic Data. Third parties may not:
   • Require presentation of a person’s Husky Card for any non-UW purpose, as card presentation for such purposes is strictly voluntary by the cardholder.
   • Access transit data contained in the ORCA RFID chip without explicit advance authorization by the Regional Fare Coordination Project (ORCA), consistent with its business rules and applicable law.
   • Access and/or store a Husky Card’s electronic or printed data elements without the written authorization of the appropriate UW Data Custodians(s).

f. **Other Party Use of Husky ID Card Data**
4. Husky ID Card Data Definitions

**Cardholder:** Husky Card-eligible UW employee, student, or other UW-authorized individual to whom the Husky Card is issued

**Card Issue Date:** Calendar date the Husky Card is printed for use by the cardholder

**Card Verification Number (CVN):** Three digit number used for Husky Card registration at the ORCA website and printed on the back of the card

**Electronic Data:** The Husky Card’s Electronic Serial Number (ESN) and its Magnetic Stripe Encoding

**Electronic Serial Number (ESN):** The Husky Card’s unique serial number defined by the software manufacturer

**Magnetic Stripe Encoding:** The unique number encoded on magnetic stripe at the time of Husky Card printing

**Person Name:** Cardholder name as entered into UW administrative system of record, and printed on the Husky Card

**Person Photo:** Cardholder photo printed on the face of the Husky Card

**Transit Card Serial Number (CSN):** The unique number assigned by the Husky Card manufacturer specific to the cardstock and printed on the card

**UW Identification Number:** The Employee ID (EID) or Student ID (SID) number associated with the Cardholder and printed on the card.