

University Advancement

Security and Use Statement

Please sign and return to Advancement Services

As a volunteer, I understand and agree that information received from University of California, Irvine's Advancement database is confidential and the property of the Regents of the University of California. By receiving this information I agree to be bound by all applicable campus policies, system-wide policies, state and federal law which govern access to private, confidential, or proprietary information.

I understand that the University Advancement database and the data contained therein are the property of The Regents of the University of California, and are for official University Business only. No release of this information may be made to outside organizations or persons without written authorization. Immediately after using the list for the agreed-upon use, the User will destroy any and all copies of the file, including those in printed, electronic, or any other form. The user agrees not to duplicate, reuse, sell, trade or otherwise provide this information to any other party.

I am aware that the References and Related Policies on the reverse side outline University policies and State and Federal laws governing use of computer systems and disclosure of information. Violation of local, state, or federal statutes may carry the additional consequence of prosecution under the law, where judicial action may result in specified fines or imprisonment, or both, plus the costs of litigation or the payment of damages, or both.

Data Requestor Name: _____

(Please Print)

Data Requestor Organization: _____

Address: _____ Phone: _____

Data Requestor Signature: _____

Date: _____

Purpose or Use of Data: _____

UCI Alumni Association

Newkirk Alumni Center, 450 Alumni Court, University of California

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**RULES FOR CONDUCT - UNIVERSITY
EMPLOYEES INVOLVED WITH INFORMATION
REGARDING INDIVIDUALS:**

- A. Employees responsible for the collection, maintenance, use, and dissemination or information about individuals which relates to their personal life, including employment and medical history, financial transactions, marital status and dependents, shall comply with the State of California Information Practices Act. Policies under APP-720 shall be used as a basic guide in administering the Act” provisions.
- B. Employees shall not require individuals to disclose personal or confidential information about themselves which is not necessary and relevant to the purposes of the University or to the particular function for which the employee is responsible.
- C. Employees shall make every reasonable effort to see that inquiries and requests by individuals for their personal or confidential records are responded to quickly, courteously, and without requiring the request to repeat the inquiry to others unnecessarily.
- D. Employees shall assist individuals who seek information pertaining to themselves in making their inquiries sufficiently specific and descriptive so as to facilitate locating the records.
- E. Employees shall not disclose personal or confidential information relating to individuals to unauthorized persons or entities. The intentional disclosure of such information to such persons or agencies may be cause for disciplinary action.
- F. Employees shall not seek out or use personal or confidential information relating to others for their own interest or advantage. The intentional violation of this rule may be cause for disciplinary action.
- G. Employees responsible for the maintenance of personal and confidential records shall take all necessary precautions to assure the proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of records containing personal information and to assure that such records are not disclosed to unauthorized individuals or entities.
- H. Employees shall respond to inquiries and requests from individuals to review, obtain copies of, amend, correct, or dispute their personal records in a courteous and business-like manner, and in accordance with policies under APP 720.

REFERENCES

- A. California Public Records Act (1976)
- B. California Information Practices Act (1977)
- C. California Education Code, Chapter 1.2 Division 16.5
- D. California Penal Code, Section 502, Chapter 858, relating to Computer Crime
- E. Federal Privacy Act of 1974
- F. Federal Family Education Rights and Privacy Act of 1974
- G. Electronic Communication Privacy Act of 1986
- H. Health Insurance Portability and Accountability Act (HIPAA) of 1996

UCI ADMIN. POLICIES & PROCEDURES

- A. APP 720-10: Information from Public Records (California Public Records Act) – Guidelines
- B. APP 720-11: Privacy of and Access to Information (Excluding Student Records) – Guidelines
- C. APP 720-12: Student and Student Applicant Records - Guidelines

UC BUSINESS AND FINANCE BULLETIN

Records Management Program Series:

- A. RMP-7: Privacy of and Access to Information Responsibilities
- B. RMP-8: Legal Requirements on Privacy of and Access to Information
- C. RMP-9: Guidelines for Access to University Personnel Records by Governmental Agencies
- D. RMP-12: Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories

Information Systems Series:

- A. IS-3: Electronic Information Security

**UC POLICIES APPLYING TO CAMPUS
ACTIVITIES, ORGANIZATIONS, AND
STUDENTS**

- A. Section 130: Policies Applying to the Disclosure of Information from Student Records
- B. UCI Campus Implementation, August 1996
 - a. Section 130: Policies Applying to the Disclosure of Information from Student Records

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