



University Relations Advancement Information Systems

Data Use and Confidentiality Agreement

Please sign and return to Karen Latora, Advancement Services

As a volunteer, I understand and agree that information received from UC Davis' Advancement Information System 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 Advancement Information System (AIS) 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: _____

Data Requestor Organization: _____

Address: _____

Phone: _____

Data Requestor Signature: _____

Purpose or Use of Data: _____

Date: _____

RULES FOR CONDUCT - UNIVERSITY EMPLOYEES INVOLVED WITH INFORMATION REGARDING INDIVIDUALS	REFERENCES
<p>A. Employees responsible for the collection, maintenance, use, and dissemination of 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. PPM-320-20 shall be used as a basic guide in administering the Act's provisions.</p>	<p>A. Policy and Procedure Manual (PPM 320-21) Responsibilities and Guidelines for Handling Records Containing Information about Individuals</p>
<p>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.</p>	<p>B. University Policy, Guidelines, and Legal Requirements on Privacy of and Access to Information, June 9, 1978</p>
<p>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..</p>	<p>C. University Policies Applying to the Disclosure of Information from Student Records, February 1, 1977</p>
<p>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.</p>	<p>D. California Public Records Act (1976)</p>
<p>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.</p>	<p>E. California Information Practices Act (1977)</p>
<p>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.</p>	<p>F. California Education Code, Chapter 1.2 Division 16.5</p>
<p>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.</p>	<p>G. California Penal Code, Section 502, Chapter 858, relating to Computer Crime</p>
<p>H. Employees shall respond to inquiries from individuals, and requests from them to review, obtain copies of, amend, correct, or dispute their personal records in a courteous and business-like manner, and in accordance with PPM-480-3.</p>	<p>H. Federal Privacy Act of 1974</p>
	<p>I. Federal Family Education Rights and Privacy act of 1974</p>
	<p>J. Electronic Communication Privacy Act of 1986</p>
	<p>RELATED POLICIES</p>
	<p>A. POLICY AND PROCEDURE MANUAL (PPM)</p> <ol style="list-style-type: none"> 1. 320-All Records and Archives 2. 380-25 Disclosure of Information from Personnel Records 3. 200-45 Administrative Information Systems 4. 260-All Gifts and Endowments
	<p>B. BUSINESS AND FINANCE BULLETIN</p> <ol style="list-style-type: none"> 1. RMP-8 Legal Requirements on Privacy of and Access to Information 2. IS-3 Electronic Information Security
	<p>C. INFORMATION TECHNOLOGY POLICIES</p> <ol style="list-style-type: none"> 1. Acceptable Use Policy 12/15/98