



## **Data Warehouse Account Application Form: *Infoview XI™* Access Privacy Statement**

UCSC Campus Data Warehouse data to which you are requesting access are governed by a variety of State and Federal laws and University policies.

Some of the data in the Campus Data Warehouse may be defined as restricted/confidential or private under University policy and the State of California Information Practices Act of 1977 (IPA). The IPA applies to all University records, except those student records specifically exempted from the law, containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name or other identifier such as employee number, is authorized for use by University employees when necessary in the performance of assigned duties and if the use of the records is consistent with the purpose(s) for which the information was acquired. Examples of commonly used personal data elements are: gender, ethnicity, age, citizenship/residency, and education level.

### Student Information

Some of the data in the Campus Data Warehouse may be defined as confidential under the State of California Education Code (section 67110, et seq.), the Federal regulations implementing the Family Education Rights and Privacy Act of 1974 (FERPA) and the University of California policies applying to Disclosure of Information from Student Records. These policies prohibit the distribution of individually identifiable confidential data, but permit aggregate or statistical reporting so long as identities cannot be derived.

### Public Information

Although you as an individual, and the public in general, have a right to request and receive information, should you receive an information request from the public, students, or staff (that is unrelated to their specific job duties) please direct all such inquiries to pra@ucsc.edu for a determination of the proper protocol or fulfillment of the request. For more information see Office of the Chancellor's Information Asset Management website <http://iam.ucsc.edu/>

### User Responsibility

Your signature on this application for access to the Campus Data Warehouse systems and data indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and you may not disclose data to other parties except under the conditions described in Business and Finance Bulletin RMP-7 "Privacy of and Access to Information Responsibilities", RMP-8 "Legal Requirements on Privacy of and Access to Information", and RMP-9 "Guidelines for Access to University personnel Records by Government Agencies". For questions regarding the University disclosure policy, contact the Campus Information Practices Coordinator. For more information see Information Technology Services' Policies website <http://its.ucsc.edu/security/policies>.

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**Applicant's Printed Name**

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**Applicant's Signature**

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Date