

## Summary of Changes to the 2004 UCSD Electronic Communications Procedures and Practices

### **II. Definitions**

*Section II.B:* Added that the “Authorizing Official” will be the Chancellor or Chancellor’s designate if the appropriate Vice Chancellor has a conflict of interest.

### **III. Allowable Users of Electronic Communication Services**

Added that “[a]ccess to Electronic Communications Services is a privilege” that may be revoked if a user does not comply with the conditions of use set forth in the policy.

### **IV. Allowable Uses of UCSD Electronic Communication Services**

*Section IV.B Personal Use:* Added that, in addition to extant limits on the use of Electronic Communication Services for personal purposes, users may not use Electronic Communication Services for personal purposes that violate the law or campus- or system-wide policy.

*Section IV.F Advertising:* Placed responsibility for authorizing advertising or sponsorships in connection with the use of Electronic Communication Services with the Vice-Chancellor-Business Affairs. Added that no exclusive advertising or sponsorship arrangements may be accepted without the approval of the Chancellor.

### **V. Access Restrictions**

*Section V.C Separation from UCSD:* Clarified that separated employees shall be allowed ongoing access to Electronic Communication Services only in exceptional circumstances, and that when such access has been terminated, the consent of the separated employee is not necessary prior to examination or disclosure of Electronic Communications Records in the separated employee’s former account, hard drive or other Electronic Communication Resources.

*Section V.E Deceased Users:* Clarified that, with respect to deceased employees or students, UCSD is the Holder of such users’ Electronic Communications Records. Added that, with respect to deceased faculty members, UCSD is not the Holder and will pass such faculty member’s Electronic Communications Records to the faculty member’s beneficiary(ies).

### **VI. Privacy of Electronic Communications Records**

*Section VI.C Report:* Added that the Director of Administrative Computing & Telecommunications is responsible for providing a report to the Office of the President summarizing instances of access to Electronic Communications Records without consent.

*Section VI.D. Subpoenas, Search Warrants, & Discovery:* Added that search warrants and subpoenas are not subject to Section VI.A’s proscriptions regarding access without consent; that search warrants and subpoenas will be processed in accordance with existing University policy regarding subpoenas; and that

notice to individuals whose records are the subject of subpoenas will be given in accordance with existing University policy.

*Section VII. Preservation of Evidence:* Added that, in order to preserve evidence, UCSD may copy Electronic Communications Records without notice and will not access the preserved Electronic Communications Records without consent or authorized access in conformance with this policy.

*Section XI. Archiving and Retention:* Clarified that UCSD does not maintain a centralized storage of email nor backup or store email for future retrieval. Added that UCSD does not guarantee the integrity of Electronic Communication Records stored or transmitted through UCSD's Electronic Communications Records.