



UC San Diego

Policy & Procedure Manual

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RECORDS MANAGEMENT

Section: 480-3 EXHIBIT A

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EXHIBIT A

Notification Statement Guide

This guide is to be used to develop an appropriate notification statement when collecting personal information. It has been approved by general counsel and *may not* be changed without prior approval from the campus IPA Coordinator.

The State of California Information Practices Act of 1977, effective July 1, 1978, requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to

(be specific)

Maintenance of this information is authorized by (state policy or list laws).

Furnishing information requested on this form is

mandatory, failure to provide such information will delay or may even prevent completion of the action for which the form is being completed.

OR

voluntary and there is no penalty for not completing this form.

Information furnished on this form may be used by various University departments for (list other uses) and will be transmitted to the State and Federal governments if required by law.

Individuals have the right of access to this record as it pertains to themselves.

The official(s) responsible for maintaining the information contained on this form is (are): Name and campus address, or title and campus address, of responsible officer.