

UCSD INFORMATION SYSTEMS
COMPUTER/INFORMATION USE AND SECURITY STATEMENT
FOR NON-UNIVERSITY PERSONNEL

Name _____ Access Number _____

I understand that in the performance of my duties for UCSD, I must hold information in confidence. I have read, understand, and agree to abide by the **Rules of Conduct for University Employees Involved with Information Regarding Individuals** (on reverse side). I understand that unauthorized disclosure of personal/confidential information may result in charges of Invasion of Privacy.

I also understand that it is against UCSD Information Systems policy to seek out or use personal or confidential information relating to others for my own interest or advantage.

I understand that under California State Law any person who maliciously accesses, alters, deletes, damages, or destroys any computer system, network, computer program, or data is guilty of a felony.

I also agree to abide by the References and Related Policies on the reverse side outlining University policies and State and Federal laws which govern use of computer systems and disclosure of information. I understand that violation of UCSD regulations and 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.

I understand that this agreement expires one year from the date indicated on this form, and that any extension of access must be approved again by the appropriate Data Steward. If access is no longer required before the one year term has ended, I understand I am obligated to request of the Data Steward that my access be terminated immediately to avoid misuse of my computer access.

I acknowledge receipt of a UCSD Administrative Computing & Telecommunications computer access code (user-id) and password; and understand that I will be responsible for all entries made thereunder. I understand that my user-id and password are to be accorded the same significance as my handwritten signature and that the delegation of user-id and password to another person, or my use of another persons user-id, may be considered False Representation.

Signature _____ Date _____

RULES OF CONDUCT FOR UNIVERSITY SYSTEM USERS INVOLVED WITH INFORMATION REGARDING INDIVIDUALS

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| <p>A. Users responsible for the collection, maintenance, use and dissemination of information about individuals which relates to their personal life, including their employment and medical history, financial transactions, marital status and dependents, shall comply with the State of California Information Practices Act. PPM-480-3 Privacy of and Access to Information, Legal Requirements and Implementing Procedures, shall be used as a basic source of guidance in administering the ACT's provisions.</p> | <p>E. Users 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>F. Users shall not disclose personal and confidential information relating to individuals to unauthorized persons or entities. The intentional disclosure of such information to such persons may be cause for disciplinary action.</p> |

- B. Users shall not require individuals to disclose personal information which is not necessary and relevant to the purposes of the University or to the particular function for which the User is responsible.
- C. Users shall make every reasonable effort to see that inquiries and requests relating to personal records of individuals are responded to quickly and without requiring the individual to unnecessarily repeat his or her inquiry to others. In other words, reasonable efforts will be made to place the responsibility on the Department for responding to the individual after his/her initial contact.
- D. Users shall assist individuals who seek information pertaining to themselves in making their inquiries sufficiently specific and descriptive so as to facilitate locating the records.

REFERENCES

- A. Policy and Procedure Manual (PPM 480-3) Responsibilities and Guidelines for Handling Records Containing Information about Individuals.
- B. University Policy, Guidelines, and Legal Requirements on Privacy of and Access to Information, June 9, 1978.
- C. University Policies Applying to the Disclosure of Information from Student Records, February 1, 1977.
- D. California Public Records Act (1976).
- E. California Information Practices Act (1977).
- F. California Education Code, Chapter 1.2 Division 16.5.
- G. California Penal Code, Section 502, Chapter 858, relating to Computer Crime.
- H. Federal Privacy Act of 1974.
- I. Federal Family Educational Rights and Privacy Act of 1974.
- J. Electronic communication Privacy Act of 1986.

- G. Users 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.
- H. Users responsible for the maintenance of personal and confidential records shall take all necessary precautions to assure that 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.

RELATED POLICIES

- A. POLICY AND PROCEDURE MANUAL (PPM)
 - 1. 135-3 Network Security.
 - 2. 160-2 Disclosure of Information from Student Records.
 - 3. 230-11 Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personal Records.
 - 4. 230-29 Policies and Procedures to Assure Fairness in the Academic Personnel Review Process.
 - 5. 250-605 Staff Employee Personnel Records.
 - 6. 250-605 (L-1) Staff Employee Personnel Records.
 - 7. 460-5 Misappropriation of University Assets.
 - 8. 480-3 Responsibilities & Guidelines for Handling Records Containing Information About Individuals.
- New Policy University of California Electronic Mail Policy.
- B. BUSINESS AND FINANCE BULLETIN
 - 1. RMP-8 Legal Requirements on Privacy of and Access to Information.
- C. INFORMATION SYSTEMS POLICIES
 - 1. Misuse of University Resources, 11/2/87.