



UC San Diego

Policy & Procedure Manual

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COMPUTING SERVICES

Section: 135-5 **Appendix A**

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Appendix A: Frequently Asked Questions

1. Are IP addresses, MAC addresses, and device IDs collected through a UC San Diego Electronic Communications Services considered Electronic Communications Records subject to this policy?
Yes.
2. Are Learning Management System (LMS, e.g., Canvas) or other application records, including logs and metadata, subject to this policy?
Yes. Communications and transactional information collected through the LMS and other applications are subject to this policy.
3. Who is the Holder of LMS/application records?
Individuals who have current access to LMS/application records are Holders of that record. For example, while a course is ongoing, the instructor of record and the student are both Holders of the record. When the course is closed, if the student and instructor no longer have access to the course, they are no longer Holders for purposes of this policy.
4. How does a student access their LMS/application transactional information?
While the course is ongoing, students may access their transactional information by submitting a request to the ITS Service Desk.
5. After a course has closed, how does a student access their LMS/application records or transactional information?
Students may submit a request for access under the Family Educational Rights and Privacy Act (FERPA) through the Registrar's office.
6. Who is the Holder of Electronic Communications Records when the initial account holder has separated from UC San Diego?
The Dean of Undergraduate Education for undergraduate student records; the Dean of Graduate Division for graduate student records; the Deans of the professional schools for professional students; the department or unit head for staff records; and the AVC-Academic Personnel for faculty and researcher records.
7. Are records collected through security cameras, CCTVs, and door access logs Electronic Communications Records for purposes of this policy?
No.