



UC San Diego

Policy & Procedure Manual

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COMPUTING SERVICES

Section: 135-4 RULES

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

- 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.
- B. Users shall not require individuals to disclose personal information which is not necessary and relevant to the purposes of the University of 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.
- 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](#).
- F. Users shall not disclose personal and confidential information relating to unauthorized persons or entities. The intentional disclosure of such information to such persons may be cause for disciplinary action.
- 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 for disciplinary action.
- H. Users responsible for the maintenance of personal and confidential records shall take necessary precautions to assure that administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of containing personal information and to that such records are not disclosed to unauthorized individuals or entities.

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.

University of California, San Diego Policy – PPM 135 – 4 Rules
PPM 135 – 4 Access for Non-UCSD Personnel to UCSD Core Campus Systems

- 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](#).

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.