DIV DATA ACCOUNT APPLICATION FORM

Name(Print) UCSC Employee ID Phone Email

Division Department

Campus Affiliation: ☐Staff ☐Faculty ☐Other _____

Account Type – I request access to the data sets checked below:

☐ Employee and recruitment information	☐ Bio-bibliography access
☐ Recruitment information only	☐ Modify account (describe modification below)

Business Purpose - Describe business need for DivData access in detail:

_____

_____

If you are a faculty Bio-bibliography user, please have your Academic Personnel Coordinator authorize this application. If you are a departmental user, please have your divisional Academic Personnel Coordinator authorize this application. If you are a divisional or central office user, please have the Academic Personnel Office authorize this application.

Privacy Statement
The data to which you are requesting access to is governed by a variety of State and Federal laws and University policies. Some of the data in Div Data may be defined as restricted/confidential or private under University policy and the State of California Information Practices Act of 1977 (IPA). The IPA applies to all University records, except those student records specifically exempted from the law, containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

In addition, information in Div Data is governed by policy on the maintenance of and access to Academic Personnel records. Academic Personnel Policy Manual (APM) 160 defines the type of information maintained by the University and who may have access to it.

Access to these records, which may be maintained by individual name or other identifier such as employee number, is authorized for use by University employees when necessary in the performance of assigned duties and if the use of the records is consistent with the purpose(s) for which the information was acquired. Examples of commonly used personal data elements are: gender, ethnicity, age, citizenship/residency, and education level.

Public Information
For all information requests from the public, students, or staff that is unrelated to their specific job duties, please direct all such inquiries to pra@ucsc.edu for a determination of the proper protocol or fulfillment of the request. For more information see Office of the Chancellor's Information Asset Management website http://iam.ucsc.edu/

User Responsibility
Your signature on this application for access to Div Data indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and you may not disclose data to other parties except under the conditions described in Business and Finance Bulletin RMP-7 "Privacy of and Access to Information Responsibilities", RMP-8 "Legal Requirements on Privacy of and Access to Information", and RMP-9 "Guidelines for Access to University personnel Records by Government Agencies".

For questions regarding the University disclosure policy, contact the Campus Information Practices Coordinator. For more information see Information Technology Services' Policies website http://its.ucsc.edu/security/policies.

_____ _____

Applicant's Signature Date **Authorization (Sign)** Date

_____

Authorization (Print) Date

Return to mailstop "Academic Personnel Office" or fax copy to 459-4473 7/1/2011