



performance of assigned duties and if the use of the records is consistent with the purpose for which the information was acquired. Examples of frequently used personal data elements are sex, ethnicity, date of birth, citizenship, and Social Security Number.

Your signature indicates that you understand that you are expected to maintain the privacy and confidentiality of all data to which you have access and, further, that you may not disclose data to other parties, except under the conditions described in *Business and Finance Bulletins 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." Idle accounts will be automatically cancelled after 180 days of inactivity.

**Authorization Signatures:**

<b>User's Signature:</b> _____		<b>Date:</b> _____
<b>Supervisor's Signature:</b> _____		<b>Date:</b> _____
<b>ISS USE ONLY</b>	<b>ISS Authorizing Signature:</b> _____	<b>Date:</b> _____
	<b>ISS Administrator:</b> _____	<b>Date:</b> _____
	AD USER ID: _____	HR Admin Log-on ID: _____

**Send to:** UCOP Human Resources  
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