

Application for Access to HR Data Warehouse Systems

When completed, forward to

Human Resources, Information
Systems Support
300 Lakeside Drive, Sixth Floor
Oakland, California 94612-3550
AccessForms-l@listserv.ucop.edu
Fax: (510) 217-9160

Access is requested for

User's Name (first/last) _____

Campus/Location _____ **Department/Unit** _____

Title/Position _____

UC Mailing address _____

Telephone number _____ **E-mail address** _____

UCOP AD username _____

Privacy Statement

Data in the systems to which you are requesting access are governed by a variety of state and federal laws and University policies.

Some of the data you are accessing may be defined as personal or confidential under University policy and the State of California Information Practices Act of 1977 (IPA), and may also be protected under other specific state and federal privacy laws. The IPA applies to all University records containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained.

Access to these records, which may be maintained by individual name, or other identifier such as employee number or Social Security Number, is authorized for University employees when relevant and necessary for the 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.

Signature of user

My signature, below, indicates that I understand that I am expected to maintain the privacy and confidentiality of all data to which I have access and, further, that I 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."

Signature

Date

Approval of User's Supervisor

Approved.

Signature

Date

Information Systems Support use only

Approved. Please establish an *Admin* *Power User* *User* account.

Date