

Application for Access to HR/B Data Warehouse Systems

When completed, forward to

Mary Ann Gohl
HR/Benefits, Information Systems Support
300 Lakeside Drive, Sixth Floor
Oakland, California 94612-3550
maryann.gohl@ucop.edu
Fax: 510.893.2618

Access is requested for

User's Name (first/last) _____

Title/Position _____

Department/Unit _____

Campus/Location _____

UC Mailing address _____

Telephone number _____

E-mail address _____

UCOP AD username _____

Privacy Statement

Data in the HR/B Data Warehouse system to which access is requested are governed by a variety of state and federal laws and University policies.

Some of the data in the HR/B Data Warehouse system may be defined as personal or confidential 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.

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 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.

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.

Shelley S. Dommer

Date