

UCSF TRACKING FORM FOR ACCESS WITH OR WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS (in compliance with UC Electronic Communications Policy)

UCSF does not routinely monitor, inspect, or disclose electronic communications. However, it may do so under the following circumstances identified in the UC Electronic Communications Policy:

- | | |
|--|--|
| <input type="checkbox"/> Required by and consistent with law | <input type="checkbox"/> Violation of law or UC Policy |
| <input type="checkbox"/> Compelling circumstances | <input type="checkbox"/> Time-dependent, critical operational need |
| <input type="checkbox"/> Individual no longer an employee or student | |

The UC Electronic Communications Policy requires that the Senior Vice Chancellor authorize in advance any access to electronic communications records without the consent of the holder of the records. In emergency circumstances the records may be sought first and the action post-authorized. As required by the UC Electronic Communications Policy, UCSF has implemented the following process for access without consent:

PROCESS

1. Requestor completes REQUESTOR portion of the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS.
2. The UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS is sent to Campus Counsel, UCSF Box 0986.
3. Campus Counsel will assess the request and sign the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS indicating their recommendation. As appropriate, Campus Counsel will consult with the Chair of the I-Group. The UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS is then sent to the Senior Vice Chancellor.
4. Requests to access student or faculty electronic communications records must be approved by the Associate Vice Chancellor for Academic Affairs.
Requests to access staff electronic communications records must be approved by the Senior Vice Chancellor for Administration and Finance.
5. One copy of the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS is sent to the requestor/originator.
6. One copy of the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS is sent to Campus Counsel, UCSF Box 0986.

Send one copy of the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS to Campus Counsel, UCSF Box 0986

UCSF TRACKING FORM FOR ACCESS WITH OR WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS (in compliance with UC Electronic Communications Policy)

Requestor

NAME OF THE RECORD HOLDER _____

RECORD DATE(S) _____

SPECIFIC RECORDS TO BE ACCESSED _____

PROVISION(S) OF THE UC ELECTRONIC COMMUNICATIONS POLICY UNDER WHICH RECORDS NEED TO BE ACCESSED:

- | | |
|--|--|
| <input type="checkbox"/> Required by and consistent with law | <input type="checkbox"/> Violation of law or UC Policy |
| <input type="checkbox"/> Compelling circumstances | <input type="checkbox"/> Time-dependent, critical operational need |

CONSENT WAS OBTAINED BY THE OWNER:

I authorize access to my electronic information

SIGNED BY OWNER: _____ DATE _____

CONSENT CANNOT BE OBTAINED BECAUSE (check all that apply):

- The holder has denied a request to access the specified University records
- The holder cannot be contacted because of absence, illness, or death
- Compelling circumstance preclude requesting the holder's consent
- Post-authorization: the records have already been accessed due to time-dependent, critical operational needs
- Individual no longer an employee or student

COMMENTS _____

REQUESTED BY _____ DATE _____

SIGNATURE _____

DEPARTMENT _____

Campus Counsel

IS ACCESS WITHOUT CONSENT APPROVED? YES NO

CAMPUS COUNSEL NAME _____ DATE _____

SIGNATURE _____

Faculty or Student Request: Associate Vice Chancellor for Academic Affairs

IS ACCESS WITHOUT CONSENT APPROVED? YES NO

ASSOCIATE VICE CHANCELLOR NAME _____ DATE _____

SIGNATURE _____

Staff Request: Senior Vice Chancellor for Administration and Finance

IS ACCESS WITHOUT CONSENT APPROVED? YES NO

SENIOR VICE CHANCELLOR NAME _____ DATE _____

SIGNATURE _____

Send one copy of the UCSF TRACKING FORM FOR ACCESS WITHOUT CONSENT TO ELECTRONIC COMMUNICATIONS RECORDS to Campus Counsel, UCSF Box 0986

Page 2 of 2 – Revised July 11, 2005

***All reasonable attempts should be made to avoid accessing personal information**