



EXECUTIVE VICE PRESIDENT –
BUSINESS OPERATIONS

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December 20, 2007

**CHANCELLORS
DIRECTOR—LAWRENCE BERKELEY NATIONAL LABORATORY**

Re: Information Systems Security Policy Updates

On October 14, 2007, Governor Schwarzenegger signed legislation to add medical information and health insurance information to the definition of personal information in the California Civil Code that requires notification when there is a reasonable belief of unauthorized acquisition resulting from a security breach. This new requirement takes effect January 1, 2008.

University policy has been revised via two University Business and Finance Bulletins in the Information Systems series (IS-2 and IS-3) to address this addition to the California Civil Code, as well as to reflect, where appropriate, federal electronic information discovery provisions. Please note that these bulletins pertain to all activities in support of the University's mission.

The bulletin sections in which the updates appear are:

- **IS-2: Inventory, Classification, and Release of University Electronic Information**
 - Section III.A.1.b Personal and Public Information
- **IS-3: Electronic Information Security**
 - Section III.C.1.a. Administrative Workforce Controls
 - Section III.C.2.c.ii. Backup and Retention
 - Section III.C.3.d. Disposition of Equipment
 - Section III.D.2. Notification in Instances of Security Breaches Involving Electronic Personal Information
 - Section III.D.4.d. Reporting Requirements

The bulletins are posted on the Web at <http://www.ucop.edu/ucophome/policies/bfb/bfbis.html>. Resources related to enhancing information security at the University of California also are available on the Web at <http://www.ucop.edu/irc/itsec/uc/>.

For further information, please contact Associate Vice President Kristine Hafner, Information Resources and Communications, UCOP (Kristine.Hafner@ucop.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine N. Lapp". The signature is fluid and cursive, with the first name being the most prominent.

Katherine N. Lapp
Executive Vice President

cc: President Dynes
Members, President's Cabinet
Principal Officers of The Regents
Academic Council Chair Brown
Associate Vice President Hafner
Universitywide Policy Coordinator Capell