

University employees must follow the requirements of the California Information Practices Act as set forth in policy and further explained in this document.

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## **SAMPLE STATE PRIVACY NOTICE**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked supply information about themselves:

The principal purpose for requesting the information on this form is to (state purpose - payment of earnings, administration of University Benefits Program, process application for admission, determine eligibility for ..., report payments for income tax purposes, etc.). State and/or Federal statute and/or University policy authorize maintenance of this information.

Furnishing all (or specifically designated) information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out.\* Information furnished on this form may be used by (state departments which will use the information) for (state other uses, if applicable), and will be transmitted to the State and Federal governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus, Laboratory, or office of the President staff and Academic Personnel Offices.

The official(s) responsible for maintaining the information contained on this form is (are):  
(name of office/title of responsible officer).

\* Alternate - "Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form."