RMP-7 Privacy of and Access to Information Responsibilities

RMP-11 Student Applicant Records

RMP-12 Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories

Rescission Date:	9/16/2019

Contact:	Systemwide Policy Office
Email:	PolicyOffice@ucop.edu

I.   POLICY SUMMARY

RMP-7, RMP-11 and RMP-12 have been replaced by the revised *RMP-7 Protection of Administrative Records containing Personally Identifiable Information*

Please see attached revised RMP-7 issuance letter signed by the President that also rescind the three policies noted above.

If you have a question or comment, please contact the
        Systemwide Policy Office at PolicyOffice@ucop.edu

1111 Franklin Street
Oakland, CA 94607-5200
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September 16, 2019

CHANCELLORS
MEDICAL CENTER CHIEF EXECUTIVE OFFICERS
LAWRENCE BERKELEY NATIONAL LABORATORY DIRECTOR
VICE PRESIDENT—AGRICULTURE AND NATURAL RESOURCES

Dear Colleagues:

Enclosed is the revised BFB-RMP-7, "Protection of Administrative Records Containing Personally Identifiable Information."

The revised RMP-7 consolidates three existing policies into one: RMP-7, "Privacy of and Access to Information Responsibilities;" RMP-11, "Student Applicant Records;" and RMP-12, "Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories." With the issuance of this revised policy, these three existing policies are rescinded.
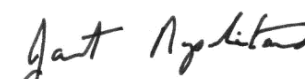
The revised policy went through the full systemwide review process in September 2018. All relevant and applicable comments were subsequently incorporated into the attached document.

The policy revision was undertaken to eliminate policies that are no longer needed; clarify the roles of Privacy Officials, Records Management Coordinators, and Information Practices Coordinators; and align the policy with the UC Statement of Privacy Values.

The revision also aligns RMP-7 with the newly revised IS-3, "Electronic Information Security Policy." IS-3 covers all electronic information that needs to be secured, while RMP-7 covers any administrative record that contains personally identifiable information, regardless of whether the record is on paper or electronic or other media.

The revised policy is effective as of the date of this letter and will be posted online at http://policy.ucop.edu/.

Yours very truly,

Janet Napolitano
President

Enclosure

cc: Division Leaders
Interim Vice President and Chief Information Officer Cianca
Information and Technology Services Chief of Staff Tevis
Records Manager Sletten
Ethics, Compliance and Audit Services Chief of Staff Levintov
Universitywide Policy Office