

UCOP Consent Form for Access to Electronic Communications Records

Use this form to obtain advance consent to access a record holder's electronic communications records. Further [guidance about requesting access to records](#), with or without consent, is available on the Web. The [UC Electronic Communications Policy](#), Section IV, Privacy and Confidentiality, governs access to electronic communications records. Note that, per policy, the record holder's consent is not required in every circumstance.

Requests for access should be made by a manager or, in cases in which an investigation will be conducted, the UCOP Director of Investigations in the Office of Ethics, Compliance and Audit Services.

1. Record Holder's Information:

Name _____ Dept _____

Title _____

2. Reason for Access: Access to records is provided to meet business needs:

(Check one)

During planned leave periods (sick, maternity/paternity, vacation, etc.)

For the following specific purpose: _____

3. Type of Records: Access is granted to:

(Check one)

All records necessary to conduct University business

The following type of records: _____,
or records dated from: _____ to: _____.

4. Period of Access: Access is granted for the following time frame:

(Check one)

Until the record holder returns to work, or revokes consent, whichever comes first.

Until the reason for access, as described in section 2, is fulfilled.

5. Restrictions: Individuals granted access must take all necessary steps to protect the access and/or account from unauthorized use, and must comply with the Electronic Communications Policy, which includes

- Limiting their inspection of records to the least perusal of contents necessary to resolve the situation, and
- Taking the necessary precautions to protect the confidentiality of data as appropriate, including any personal information.

I consent to providing access as described above to my electronic communications records.

Signature _____

Date _____

Print Name _____

Original: Department Administrator

Copy: Record Holder

Retain: 7 Years