

**CONFIDENTIALITY FORM FOR CMA  
EMPLOYEES AND CONSULTANTS**

*SECTION TO BE FILLED OUT BY MANAGER*

My signature below certifies that \_\_\_\_\_ (PRINT EMPLOYEE'S  
OR CONSULTANT'S NAME), who is

number (SSN), Date of Birth (DOB), home address, home phone

\_\_\_\_\_

\_\_\_\_\_



INFORMATION PRACTICES ACT OF 1977, CALIFORNIA CIVIL CODE

As outlined in HR Letter 2005-01, each campus and the Chancellor's Office have the legal responsibility to administer and comply with provisions of the Information Practices Act (IPA) which is contained in §1798 - §1798.78, of the California Civil Code. The IPA can be found on the Web at: <http://www.privacy.ca.gov/code/ipa.htm>. The IPA places specific requirements on state agencies in relation to the collection, use, maintenance and dissemination of information relating to individuals. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in disciplinary action againstm i344 0gTcd 76(1p) - y100d1E140(1E10s E.50M54 0gTcd ) (UJ 5.8c)010

**Article 5: Agency Requirements**

**§1798.14.** Each agency shall maintain in its records only personal information which is relevant and necessary to accomplish a purpose of the agency required or authorized by the California Constitution or statute or mandated by the federal government.

**§1798.18.** Each agency shall maintain all records, to the maximum extent possible, with accuracy, relevance, timeliness, and completeness...

**§1798.20.** Each agency shall establish rules of conduct for persons involved in the design, development, operation, disclosure, or maintenance of records containing personal information and instruct each such person with respect to such rules and the requirements of this chapter, including any other rules and procedures adopted pursuant to this chapter and the remedies and penalties for noncompliance.

**§1798.21.** Each agency shall establish appropriate and reasonable administrative procedures.

