

UCSF Consent Form for Access to Electronic Communications Records

The [UC Electronic Communications Policy](#), Section IV, Privacy and Confidentiality, governs access to electronic communications records. This form provides the record holder's consent to access records. The record holder's consent is not required in every circumstance, as defined in ECP Section IV.B.

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
- End of employment with University
- 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. **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 ("ECP"), 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.

For additional information, please see UC ECP and UCSF Administrative Policies 650-18, 650-19.

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

Signature Date

Print Name

Original: Department Administrator Copy: Record Holder

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