

UC Irvine

Privacy Impact Assessment

The University has obligations to protect Personally Identifiable Information (PII) under state and federal laws and UC policies and values. PII is defined as any information that describes or identifies an individual, including but not limited to their name, SSN, address, DOB, username, and health or financial information. This Privacy Impact Assessment is designed for any new initiative, project or activity, large or small, that involves the collection, use, or disclosure of PII. It is intended to facilitate a thoughtful privacy analysis that comports with relevant laws and UC policies and values.

For questions regarding the use of this assessment or for any privacy-related question, please contact Campus Privacy Official Tawny Luu (tyluu@uci.edu) or 949-824-2312.

Name of the Proposed Initiative, Project, or Activity:
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1. Type of Information	Describe the information to be collected, used, or disclosed (e.g., name, SSN, DOB, username, etc.)
2. Source of Information	What are the sources of the information being collected? (e.g., students, professor, University, etc.)
3. Collection Method	How is the information being collected? (e.g., website, online form, University database, etc.)
4. University Mission	How is this information necessary to the mission of the University or contributes to the function of the University?
5. Use of Information	What is the intended use of the information? Describe all methods used to analyze or interpret the information.
6. Sharing	<ul style="list-style-type: none"> a. Internal disclosure: With which internal unit(s) will the information be shared, what information will be shared and for what purpose? b. External disclosure: With which external entity(ies) will the information be shared, what information will be shared and for what purpose? How is the information shared? Is there a Memorandum of Understanding (MOU), Data Use Agreement, or other contract that governs the sharing of information?
7. Privacy Risks	Given the amount of data collected, what are the privacy risks (internally and externally)?
8. Notice and Consent	Is notice provided to the individual(s) prior to the collection of their information? Does the individual have an opportunity to decline or consent to particular uses of the information?
9. Data Retention	Is there a records retention and disposition schedule for the records created by the proposed initiative/project/activity AND the data collected?
10. Security	Have you completed the Security Risk Assessment Questionnaire (SRAQ) ?