

UC Santa Barbara
Policies
Issuing Unit: Administrative Services

Policy 7005
Date: June 1, 1985

PRIVACY OF HOME ADDRESS
AND HOME TELEPHONE NUMBER

I. REFERENCES:

- A. California Public Records Act.
- B. UCSB Policies Manual, Policy 7000, Privacy of and Access to Information.

II. POLICY:

In accordance with the California Public Records Act, "the home addresses and home telephones of state employees shall not be deemed to be public records and shall not be open to public inspection" except under a few specified circumstances.

Except as noted below, home addresses and home telephone numbers of University employees are not to be released, by phone request or through the mail, without the expressed and specific approval of the employee.

In accordance with California Government Code 6254.3, the home address and home telephone number may be released (1) to an agent or a family member of the individual to whom the information pertains, (2) to an officer or employee of another state agency when necessary for the performance of its official duties, (3) to an employee organization pursuant to regulations of the Public Employment Relations Board (except for the home addresses and home telephone numbers of state employees performing law enforcement-related functions), and (4) to an agent or employee of a health benefit plan which provides that service or administers the claims for enrolled state employees and their dependents when needed to provide the service or administer the claim.

Upon written request of any employee, a state agency shall not disclose the employee's home address or home phone number to an employee organization (see (3) above), and a state agency shall remove the employee's home address and home phone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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