**Policy**

The University of California is committed to protecting the privacy and accuracy of your personally identifiable information to the extent possible, subject to provisions of state and federal law. Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize disclosure, personally identifiable information is not disclosed without your consent.

**Information Collection and Use**

Categories of personally identifiable information collected by this [service or Web site] include: [list of categories of collected information]. The personally identifiable information requested by us is [identify the purpose for collecting this information]. Fields marked with an “\*” are required [explain why collecting specific data is mandatory]. Article IX, Section 9 of the California Constitution grants authority to the University of California to maintain this information.

In order to keep you informed of such activities as campus programs, symposia and/or special events, we may use personal information collected from [campus or unit] Web site for the purpose of future communication back to online enrollees. Such email notification will be conducted in conformance with University of California and campus policies implementing anti-spam laws.

Additionally, the Web server [hosting this service] collects, at least temporarily, the following information:[ Internet Protocol (IP) address of computer being used; Web pages requested; referring Web page; browser used; date and time]. This information is collected to monitor your navigation of our Web pages. We may use browser-IP-address information and anonymous-browser history to report information about site accesses and for profiling purposes. This information is generally used to improve Web presentation and utilization. We also may use IP address information for troubleshooting purposes.

This [department or unit name] online activity [may use or uses] "cookies" in order to deliver Web content specific to individual’s Web navigation interests or to keep track of online purchasing transactions. Personally identifiable information is not stored within cookies.

**Disclosure of Collected Information**

[Department or unit name] will not disclose or share, without your consent, personally identifiable information, except for certain explicit circumstances in which disclosure may be required by law. [Identify any knowable or foreseeable disclosure.] Your personally identifiable information will not be distributed or sold to third-party organizations.

**Alternative Choice**

Individuals who wish to use methods other than online enrollment may submit requests by email or U.S. mail addressed to [campus or unit name responsible for the Web site].

**Updating Personal Information**

Questions regarding your options to review, modify or delete previously provided personal information should be directed to [campus or unit name responsible for the Web site].

**Policy Changes**

This privacy policy has been created and approved by the [name of campus committee or department]. Any revisions to this privacy policy will be posted at this URL. You may submit inquiries about this policy to [name, address, or email address].

**Links to Other Sites**

You may encounter links to other Web sites of organizations not directly affiliated with the University of California. Please be aware that the University of California is not responsible for the information practices of external organizations. We recommend you review the privacy statements of each external Web site that collects personal information.

**Date**