# Policy

Pursuant to [Title 5, California Code of Regulations, Section 42396](https://govt.westlaw.com/calregs/Document/I5A2F29434C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)), the Board of Trustees recognizes the right to privacy as stated in the California Constitution.  Additionally, applicable international, federal, and state laws affect privacy practices in specific circumstances.

The California State University (CSU) strives to protect personal information collected from our faculty, staff, students, alumni, and other individuals who interact with the university by following the principles of personal information management listed below and in [5 CCR § 42396.2](http://govt.westlaw.com/calregs/Document/I5A2F29434C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1):

1. There should be no personal information system the existence of which is secret.
2. Personal information should not be collected unless the need for it has been clearly established in advance.
3. Personal information should be appropriate and relevant to the purpose for which it has been collected.
4. Personal information should not be transferred outside The California State University unless the transfer is compatible with the disclosed purpose for which it was collected.
5. Personal information should be used as a basis for a decision only when it is accurate and relevant.
6. There should be procedures established by which a person may learn what personal information about him or her has been retained by The California State University and where lawful, have those records disclosed to him or her, pursuant to the provisions of this article.
7. There should be established within The California State University procedures by which a person may request in writing addition to or deletion of personal information about himself or herself which does not meet the principles in this section. Such requests should be honored within a reasonable length of time, or the person should be permitted to file a concise statement of dispute regarding the personal information which shall become a permanent part of the record, or the disputed personal information should be destroyed.
8. Precautions should be taken to prevent the unauthorized access to, or use of personal information retained by The California State University.

These principles shall be construed and implemented to be consistent with all federal and state laws otherwise regulating or allowing for the use of personal information, including but not limited to [Cal. Educ. Code § 89546](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=89546.&lawCode=EDC) relating to employee records and [Cal. Educ. Code § 67000-67147.5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=5.&chapter=12.&part=40.&lawCode=EDC&title=3.) relating to student records.

# Procedures

Universities and the Chancellor's Office shall collaborate to develop and maintain a common privacy platform and operational procedures guided by the [National Institute of Standards and Technology (NIST) Privacy Framework](https://www.nist.gov/privacy-framework/privacy-framework) encompassing the core privacy functions including identify, govern, control, communicate and protect. The framework shall be used to:

1. Conduct a risk assessment of the institution’s privacy practice maturity to develop a risk profile and utilize results to prioritize privacy initiatives.
2. Identify changes required to meet privacy maturity goals.
3. Document implementation plan.
4. Execute implementation plan.

# Related Policies

1. [Systemwide Records Information Retention and Disposition Schedules Implementation Policy](https://govt.westlaw.com/calregs/Document/I5A2F29434C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1%22﷟HYPERLINK%20%22https://calstate.policystat.com/policy/6594392/latest/)
2. [Designation of Health Care Components for Purposes of the Health Care Portability and Accountability Act of 1996](https://calstate.policystat.com/policy/6591918/latest/)
3. [Privacy and Personal Information Management Student Records Administration](https://calstate.policystat.com/policy/8609851/latest/)
4. [CSU Information Security Policy and Standards](https://calstate.policystat.com/policy/15698973/latest/)

# Authority

This policy is issued pursuant to [Section II of the Standing Orders of the Board of Trustees of the California State University](https://calstate.policystat.com/policy/6593385/latest/#_blank) as further delegated by the [Standing Delegations of Administrative Authority](https://calstate.policystat.com/policy/7646754/latest/). The president may delegate authority and responsibility described in this policy to other university officials pursuant to [Section VI of the Standing Orders of the Board of Trustees of the California State University](https://calstate.policystat.com/policy/6593385/latest/#_blank).​​​​