

PRIVACY NOTIFICATION

The California Information Practices Act of 1977 (effective July 01, 1978) requires University of California, Hastings College of the Law to provide the following information to individuals who are asked to supply information about themselves.

Your review and completion of this notification is required for purposes of administration of the Hastings payroll, personnel system, University of California Retirement Plan and Benefit Programs administered by the College. College, UCRP, State and Federal Statutes authorize the maintenance of this information.

Providing all information requested on employment and benefit forms is mandatory. Information may be used by various State, College and University departments for the administration of payroll and personnel administration and by participating retirement system(s) and will be transmitted to the Federal and State government as required by law.

The office responsible for maintaining the required information is the Human Resources, Hastings College of the Law, 198 McAllister Street, San Francisco, California 94102 and the University of California Retirement Plan, Berkeley, California.

DISCLOSURE OF SOCIAL SECURITY NUMBER

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is mandatory. Disclosure of the social security number is required pursuant to sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and with regulations 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report (1) Federal and State income taxes withheld; (2) social security contributions; (3) state unemployment and workers compensation earnings, and; (4) earnings and contributions to participating retirement systems and reporting of benefit plan premiums.

STATEMENT OF CONFIDENTIALITY

All University of California, Hastings College of the Law employees, to include non-employed students who serve on College committees, other than when acting solely in his/her official capacity shall not disclose information not otherwise public, which he/she knows or should reasonably know was obtained from personal or confidential information and/or system of records maintained by Hastings College of the Law.

I hereby acknowledge having read and understood the above policy of the College and agree to act in conformity thereof.

Printed Name

Signature

Date