

RMS ACCOUNT APPLICATION FORM

Name: _____

Unit: _____

Email: _____

Phone: _____

Privacy Statement

Access to Recruitment Management System (RMS) data is governed by State and Federal laws and University policies. Some of this data may be defined as restricted/confidential or private under University policy and the State of California Information Practices Act of 19077 (IPA). The IPA applies to all University records containing personal or confidential information and is intended to protect the privacy of individuals about whom records are maintained. Specific guidelines regarding electronically accessing confidential data can be found in the UCOP IS-3 Electronic Information Access Bulletin. Additional policies and procedures pertaining to data privacy and security are available at the following websites:

[UCOP Business & Finance Bulletin:](#)

- RMP-7 "Privacy of and Access to Information Responsibilities";
- RMP-8 "Legal Requirements on Privacy of and Access to Information";
- RMP-9 "Guidelines for Access to University Personnel Records by Government Agencies"

[UCSC ITS Security Policies](#)

Public Information

Public information includes any writing containing information relating to the conduct of the public's business, prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The general public, including you as an individual, have a right to request and receive public information from the University. Such requests must be routed to Information Practices within the Office of the Campus Provost and Executive Vice Chancellor at pra@ucsc.edu or 459-4003. More information is available at the [Information Practices website](#).

User Responsibility

Your signature on this application indicates you understand that, as an authorized RMS user, you should access only those records necessary in the performance of assigned duties and the use of such records is consistent with the purpose(s) for which the information is acquired. You are also expected to maintain the privacy and confidentiality of all data to which you have access and you may not disclose information contained in the records to others, except to the extent such disclosure is to other University employees and the disclosure is relevant and necessary to the performance of their official duties. It is your responsibility to ensure RMS information is properly protected when stored or transmitted.

Questions regarding RMS, including access and dissemination of the data stored in the system should be directed to Amy Kile at ackile@ucsc.edu or (831) 459-4076.

Note: All account applicants are required to complete a user specific training before being issued an account.

- Please select account type:**
- | | |
|---|---|
| <input type="checkbox"/> Classification Specialist (CS) | <input type="checkbox"/> EEO/AA Approver (EEO/AA) |
| <input type="checkbox"/> Human Resources Partner (HRP) | <input type="checkbox"/> Certified Hiring Manager (CHM) |
| <input type="checkbox"/> Divisional Approver (DA) | <input type="checkbox"/> Recruitment Specialist (RS) |

Applicant:

(Signature) (Date)

**Supervisor/
DA Approver**

Name (Print) (Signature) (Date)

Please forward this completed form to the Staff Human Resources Office, attn: Amy Kile

*Admin use only:

RMS System Administrator Authorization: _____
(Sign) (Date)

Training Completed: _____ Account Created: _____
(Date) (Date)