



INFORMATION SECURITY-Privacy of Information

Yosemite Community College District Information Technology Services (ITS) recognizes the privacy interests of faculty, staff and students and retirees, their rights to academic freedom, shared governance and freedom of speech, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users may anticipate.

The District networks and email should never be considered confidential. All users of the District networks, computers and email accounts including employees, retirees, students, independent contractors, and authorized guests can have no reasonable expectation of privacy concerning their uses of the District provided networks, hardware and email accounts or concerning information created or stored in such media. Nevertheless, the District does not routinely inspect, monitor or disclose such information without the users' consent, nor do we allow random access to users' files.

Routinely, the District receives requests for information thru either California Public Records Act (PRA) or requests from bargaining units or requests for information thru legal council. These requests may include all forms of information including physical (paper) records, emails and information contained within District computers and servers.

The PRA definition of records is as follows:

"Records" include all communications related to public business "regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media." (§ 6252(e)) Electronic records are included, but software may be exempt. (§§ 6253.9(a), (g), 6254.9 (a), (d))

The PRA does exempt some type of records including Personally Identifiable Information (PII). For more information on PII please refer to ITS-AR-1509. For more information on the PRA please refer to the link included below.

California Public Records Act

Calif. Public Records Act: Gov't Code §6250-6268

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=06001-07000&file=6250-6270>

California Attorney Generals Office Summary

http://ag.ca.gov/publications/summary_public_records_act.pdf