

The University of California, Irvine: Privacy Notice for ZotKey

The ZotKey is the official, required UC Irvine identification card for all active members of the UCI community: students, faculty, staff, alumni and special program participants. ZotKey holders may use a physical card or a digital card (if they have a capable iOS or Android smartphone).

1. Privacy Principles

As part of our commitment to protecting your privacy, this statement explains how UC Irvine collects, creates, uses and shares data about you and others related to you (e.g., dependents living with you in student housing) when you use ZotKey. When we say “you” we mean you and any others related to you to which this notice applies.

You can read more about the University of California (“UC”) system’s, and the UC Irvine campus’s, commitment to protecting your privacy [here](https://www.ucop.edu/ethics-compliance-audit-services/compliance/privacy/index.html) (https://www.ucop.edu/ethics-compliance-audit-services/compliance/privacy/index.html). You can also read the UC Statement of Privacy Value and Principles [here](https://www.ucop.edu/ethics-compliance-audit-services/compliance/privacy/index.html) (https://www.ucop.edu/ethics-compliance-audit-services/compliance/privacy/index.html).

2. Information About You That UC Irvine Collects and Creates

ZotKey uses personal information about you that (a) you provide directly to UC Irvine, and (b) UC Irvine creates about you. “Personal Information” in this context means the following.

a. Information that you provide directly to UC Irvine:

ZotKey collects information about you that you provide about yourself when you use a UC Irvine service, apply for admission, apply for employment or enroll in courses or other programs or activities. We use the information you provide and any information about you that is associated with or linked to, or could be linked to, any of the information you provide. This includes:

- i. Employee Data from [UC PATH](#)
 - Any credential needed as proof of identity
 - UC Path ID
 - First/Preferred Name
 - Last Name
 - Email address
 - Home address
 - Internet protocol (IP) address
 - Other information you provide to UC Irvine
- ii. Student Data from the [UC Irvine Registrar](#)
 - Any credential needed as proof of identity
 - First/Preferred Name
 - Last Name
 - Email address

- Home address
- Internet protocol (IP) address
- Other information you provide to UC Irvine
- Mobile devices
- iii. UC Irvine Division of Continuing Education Student Data from the [DCE Registrar](#)
 - First/Preferred Name
 - Last Name
 - Email address
 - Home address
 - Internet protocol (IP) address
 - Other information you provide to UC Irvine
- iv. Resident Data from UC Irvine [Student Housing](#)
 - Affiliates (e.g. spouses, cohabitants, dependents, etc.)
 - Affiliate email address

b. Information that UC Irvine creates about you:

ZotKey collects data from UC Path, the UC Irvine Registrar, the UC Irvine Division of Continuing Education registrar and UCI Student Housing. This includes:

- i. Employee Data from [UC PATH](#)
 - Campus ID/Employee ID
 - Access Control ID
 - UCI Net ID
 - School email address
 - Employee Class
 - FTE %
 - Hire Date
 - Job Code
 - Zot Code
 - Business Unit/Department ID (IRCMP, IRMED, COHS)
 - ID Photo
 - Account balance(s)
 - Universally Unique ID (UUID)
- ii. Student Data from the [UC Irvine Registrar](#)
 - Campus ID
 - Student IDs (Undergraduate, Graduate, Law, Medicine, Summer)
 - Access Control ID
 - Enrollment data (# of units, registration status, term, major code, first attendance date, class level)
 - UCINet ID
 - UC Irvine email address

- ID Photo
 - Account balance(s)
 - Universally Unique ID (UUID)
 - Attendance activity
- iii. UC Irvine Division of Continuing Education Student Data from the [DCE Registrar](#)
- Campus ID
 - DCE Student ID
 - UCI Net ID
 - UC Irvine email address
 - Attendance activity
- iv. Resident Data from UC Irvine [Student Housing](#)

3. How We Use Your Personal Information

UC Irvine uses your Personal Information to:

- i. Fulfill or meet the reason the information was provided, such as to fulfill our contractual obligations and to process transactions, for example:
 - To monitor your meal plan usage
 - To track your attendance at and use of campus services such as Basic Needs and academic counseling services
 - To provide you access to spaces and events such as door access control, campus recreation, athletics events, library circulation
 - Register you for and provide you access to events and conferences
- ii. Manage our organization and its day-to-day operations
- iii. Administer, improve and personalize our services, including by recognizing you as an individual and remembering your information when you return to our services
- iv. Identify and analyze how you use our services, and to improve and customize our services to address the needs and interests of our user base and other individuals with whom we interact
- v. Test, enhance, update and monitor our services, or diagnose or fix technology problems
- vi. Help maintain the safety, security and integrity of our property and services, technology assets and business
- vii. Conduct research
- viii. Fulfill any other purpose for which you provide Personal Information and or any other lawful purpose, or other purpose that you consent to.

For these purposes, your Personal Information will be shared with at least these internal offices at UC Irvine, including:

- UCI Libraries
- Intercollegiate Athletics
- University Registrar

- Educational Technologies
- Platforms that students and administrators use for student clubs and groups, e.g. CampusGroups
- Student Affairs
 - Campus Recreation
 - Commencement
 - Student Health Center
 - Student Housing
- Student Life and Leadership
 - Office of Academic Integrity & Student Conduct
 - Student Government Student Media
 - Basic Needs
 - Campus Organizations and Volunteer Programs
- Accounting & Fiscal Services
 - Financial Services
 - Payroll
- Facilities Management
- [UC Irvine Student Data Warehouse](#)
- Academic Advising Offices
- Transportation & Distribution

Some of your Personal Information also may be shared with libraries throughout the University of California system to assist in providing services to you.

4. How We Share Your Personal Information With Third Parties

UC Irvine shares, transmits, discloses, grants access to, makes available and provides your Personal Information with and to third parties, including:

- i. UC Irvine’s service providers, who may need access to your Personal Information in order to provide products and services to you on UC Irvine’s behalf or to provide products and services to UC Irvine
- ii. UC Irvine’s partners and collaborators, who may need access to your Personal Information in order to support UC Irvine’s public service, education and research missions
- iii. Public, regulatory and governmental authorities that regulate or have jurisdiction over UC Irvine
- iv. Third parties, such as legal advisors and law enforcement:
 - in connection with the establishment, exercise, or defense of legal claims
 - to comply with laws or to respond to lawful requests and legal process
 - to protect our rights and property and the rights and property of others, including to enforce our agreements and policies
 - to detect, suppress, or prevent fraud
 - to protect the health and safety of us and others
 - as otherwise required by applicable law

- v. Certain other third parties or publicly with your consent or direction.

When UC Irvine shares your Personal Information with a third party, UC Irvine requires that the third party use appropriate physical, administrative and technical measures to protect Personal Information that are consistent with applicable privacy and data security laws and regulations.

5. Security

UCI takes appropriate physical, administrative and technical measures to protect Personal Information that are consistent with applicable privacy and data security laws and regulations. For more information about how UCI protects data, refer to the [UCI Information Security Office](#).

6. Retaining and Deleting Your Personal information

Information regarding UC Irvine's data retention practices can be found in the [University of California's Record Retention Schedule](#).

7. Your Rights

You have the rights to:

Access your Personal Information, as well as information relating to the recipients of your Personal Information, the purposes for which your Personal Information has been collected, created, used or shared, the duration for which your Personal Information is/has been stored and the source(s) of any Personal Information about you that you did not provide;

Rectify or correct inaccurate or incomplete Personal Information concerning you and have incomplete Personal Information completed, consistent with the use and sharing of your Personal Information;

Restrict the use and sharing of your Personal Information in certain circumstances ("Opt Out");

Object to the use and sharing of your Personal Information in certain circumstances;

Withdraw your consent to the use and sharing of your Personal Information, should UC Irvine ask for your consent for the use and sharing of your Personal Information. The withdrawal does not affect the lawfulness of use and sharing of your Personal Information based on your consent before its withdrawal;

Know whether your Personal Information is being used or shared for **automated decision-making, including profiling**. In those cases, UC Irvine will give you meaningful information about the logic involved, the significance and the envisaged consequences of such processing for your data, and the right to request human intervention; and

Lodge a complaint.

If you wish to exercise your rights, you can contact the [UCI Privacy Office](#).

8. Questions and Complaints

If you have questions or complaints about UC Irvine's collection creation, use or sharing of your Personal Information, or about UC Irvine's privacy practices more generally, please contact UCI Privacy: privacy@uci.edu .