
UCLA Policy 311: Access to and Use of University Mailing Lists

Issuing Officer: Associate Vice Chancellor, Business & Financial Services

Responsible Dept: Mail, Document & Distribution Services

Effective Date: July 1, 1998

Supersedes: UCLA Policy 311, dated 1/1/91

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I. REFERENCES

1. UC Business and Finance Bulletin BUS-65, Guidelines for University Mail Services;
2. UCLA Policy 220, Disclosure of Information from Student Records;
3. UCLA Policy 603, Privacy of and Access to Information (Legal Requirements);
4. UCLA Regulations on Activities, Registered Organizations and Use of Properties;
5. Policy for Access to Student Lists, UCLA Registrar's Office, 11/1/85.

II. BACKGROUND

As part of its institutional need to communicate efficiently with employees, students, and others on University business, UCLA produces and maintains various lists which contain the names, campus addresses, the home addresses and telephone numbers of individuals who have permitted the publication of that information.

The purpose of this policy is to establish rules of access to these lists for UCLA units, University Support Groups, affiliated groups as defined in this policy, and the public.

III. DEFINITIONS

Affiliated Organization

An organization whose active membership is limited to UCLA students and/or personnel, which has the sponsorship of a University unit, and is registered with the Center for Student Programming. An Affiliated Organization's purpose and activities must be directly related to the purposes and activities of the University and may not be religious or political in nature.

University Support Group

An organization whose membership consists primarily of friends of UCLA and which may also include alumni, students, staff, faculty and their spouses, and which seeks to advance the welfare of the University or one of its units.

IV. STATEMENT

A. Use by UCLA Units, Support Groups, and Affiliated Groups

UCLA units, support groups, and affiliated groups may keep, or may request the Mail Services to maintain for them lists for various purposes associated with their activities. The Registrar's Office maintains student addresses and administers access.

B. Public Use

Mailing lists maintained by the University will not be released to the public, except as described in item B.1.a. below. Student lists will not be provided to the public. Student lists in this context include address and other data merged with student name in any available medium, magnetic tape, fiche, reports, labels, or any printed material. The public may purchase the Student Directory or request information about specific students as allowed by the Federal Educational Rights and Privacy Act.

1. UCLA Employee Lists

- a. A copy of the UCLA Campus and CHS Directory will be made available to the public at the established rates upon request. Upon request, a separate list of employees not routinely listed in the UCLA Directory including their campus address (and home addresses and telephone numbers of employees who have permitted the publication of that information) will be provided upon approval of the Administrative Vice Chancellor in a form determined by the University at an established rate.
- b. Without releasing mailing lists, UCLA may accommodate a public request for a special mailing to specified UCLA employees at their UCLA addresses if in the judgment of the Administrative Vice Chancellor the mailing would be beneficial to the University or to the persons on the lists and consistent with the basic purposes of the University and would not be in violation of University policies. In such cases, and for reimbursement at its established rate, UCLA Mail Services will receive the material to be mailed and process the mailing.

2. Lists of Persons Not Employees or Students

Names and addresses of persons who are not University employees or students may not be distributed for commercial purposes, sold or rented by UCLA or its support and affiliated groups. Upon approval of the Administrative Vice Chancellor, names and addresses of persons not University employees or students may be distributed to or exchanged with other agencies for educational purposes.

C. Removal of Names

1. Upon an individual's written request, UCLA shall remove that individual's name and home address from any mailing list specified by him/her. UCLA need not remove the individual's name and home address if this information is used exclusively by UCLA to directly contact the individual for official University purposes. UCLA list holders who do not wish to honor an individual's request to have his/her name removed from a list must secure written approval from the Administrative Vice Chancellor. The list holder will inform any individual whose request was denied to have his/her name dropped from a UCLA list of the nature of the official University business that requires the maintenance of his/her name on that list.
2. Students may limit access to their address for mailings that the University considers optional. Official University mailings are sent to all students. Access options for optional

mailings and release of public information are provided on the Registration form for each term but can be changed at any time by notifying the Registrar's Office.

Issuing Officer

/s/ Sam J. Morabito

**Associate Vice Chancellor, Business &
Financial Services**

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**
