

Symptom Monitoring Privacy Notice

Privacy Notice

The symptom monitoring survey shall have a privacy notice that advises recipients of the survey the purposes for collection of the data and limitations on the use of the collected data. A brief notice will be provided at the beginning of the survey that will state as follows:

“Privacy Notice: You are providing personal health information in this survey response as required by current public health orders and/or as otherwise required for public health and safety purposes during the COVID-19 pandemic. Responses to the symptom survey are kept confidential and are not shared except with UCLA designated officials to carry out their official duties in response to the public health crisis. The data from the employee symptom survey are being maintained for case investigation and contact tracing purposes associated with public health Orders and for a period that would be suitable for UCLA designated officials to execute the aforementioned actions. For more specific information, please refer to the [Symptom Monitoring Data Handling](#).”

1. Symptom Monitoring Survey Responses

Responses to the symptom monitoring survey are used to (a) assess whether a UCLA student, employee, visitor, or other individual wishing to enter the UCLA campus (referred to as “Individual”) has current symptoms associated with Covid-19 to determine whether the Individual is permitted to be present on campus (outside of on-campus housing) on a daily basis, (b) help the designated UCLA healthcare provider determine whether the Individual should be tested for COVID-19, and (c) provide the Individual with information on medical care and consultation services specific to COVID-19.

UCLA healthcare providers administer care as follows:

- Students - [Ashe Student Health and Wellness Center](#) (Privacy Practices)
- Faculty and Staff - [UCLA Infectious Disease and Occupational Health](#) (Privacy Practices)
- Other – [Ronald Regan UCLA Medical Center Emergency Department](#) (Privacy Practices)

UCLA will keep this information confidential and limited to only those with a need to know to address the situation. In the case of students, this personal health information will *not* be maintained in the student’s academic records.

All responses will be kept confidential and will not be shared except as described in this privacy notice. It may be provided only to healthcare workers from the designated UCLA healthcare provider under the terms of their privacy practices (linked above). Those who have a direct need to know to carry out their official University duties to manage the public health response may also receive this information including:

- UCLA Dean of Students (for Students)
- UCLA Campus Human Resources (for Employees)
- UCLA Supervisor (for Employees)
- UCLA ITS

Your response may also be disclosed to state and/or local public health officials pursuant to current public health orders and may be subject to lawfully issued subpoenas or warrants.

Your response will be retained for 30 days and then purged. It will be encrypted during transmission and stored in encrypted form on a secure server in the United States.

2. Clearance Certificates

At the conclusion of the survey, the individual will be issued

- a clearance certificate if they are cleared to be on campus
- or information if they are required to contact the UCLA healthcare provider for further instructions

The survey response (i.e., cleared / not cleared status), together with the Individual name, Individual ID, date of survey completion, and any reported present symptoms, is shared with healthcare workers from the designated UCLA healthcare provider under the terms of their privacy practices (linked above) to ensure that they can provide further instruction on healthcare recommendations for the Individual and to aid in the contact tracing process should COVID positive cases be identified.

For students, the clearance certificates are kept confidential and separate from the UCLA student's academic record. These results may be shared with campus officials with a need to know for a student's educational needs, or in summary report form for campus public health planning purposes; state and/or local public health officials if consistent with current public health orders and may be subject to lawfully issued subpoenas or warrants.

All clearance certificate information will be retained for 30 days and then purged. This information will be encrypted during transmission and are stored in encrypted form on a secure server in the United States.

Web Accessibility

UCLA has confirmed that the symptom monitoring platform complies with the web accessibility WCAG 2.0 standard and will provide the following notice in the survey:

“UCLA is committed to web accessibility for everyone.

If you are experiencing a disability related web accessibility issue relating to taking this survey or using the issued clearance certificate, please contact the Center for Accessible Education to discuss reasonable accommodations.” Center for Accessible Education can be reached at 310-206-6386.