

# COVID-19 Symptom Screening Program Privacy Practices

Self-screening for COVID-19 symptoms is an important part of the University of California, San Francisco's (UCSF) effort to safeguard the health and well-being of the UCSF community and those we serve. In accordance with current [health orders](#), all those entering UCSF campus or health facilities, must complete a daily self-screening survey.

*Responses to this screening survey are used to assess whether you have symptoms associated with COVID-19 to determine if you can enter our facilities. Please note that this screening survey is not used to diagnose, treat, or provide medical advice for any health condition. The screening information we collect with this survey is for operational purposes to comply with public health orders and is not maintained in your electronic health record.*

## The personal information we process:

As part of the Symptom Screening Program, you will use the UCSF Qualtrics platform on your computer or mobile device to register and respond to daily surveys. We will obtain personal information in the following ways:

### *Daily Symptom Screening Survey*

On days that you are visiting a UCSF campus you will access the survey by going to: [tiny.ucsf.edu/entry](https://tiny.ucsf.edu/entry) or [tiny.ucsf.edu/pass](https://tiny.ucsf.edu/pass). You will be asked your name and if you are experiencing any COVID-19 symptoms or had any potential exposure, in accordance with the most current County, State and/or CDC requirements. "Yes" or "No" response will be recorded.

## Why and how we use your personal information:

We will only use your personal information as described below or as required or permitted by law.

Responses are only used to assess whether you have symptoms or potential exposure currently associated with COVID-19 to determine if you can be on site. Note that the survey is not used to diagnose, treat, or provide medical advice for any health condition.

Your data will also be used for the following purposes:

1. To meet government requirements for visiting UCSF facilities and campuses;
2. To coordinate additional localized sanitation procedures;

3. To help UCSF identify possible outbreaks in its facilities and on its campuses (modeling)\*

\*When used for purpose (3), your data will be de-identified and combined with responses from others. No identifiable information from you will be contained in public reports or publications.

## Who has access to your identifiable information:

We will only share or disclose your personal information as described in this document or as required or permitted by law. If you have any of the COVID-19 symptoms, you will be encouraged to contact your healthcare provider directly.

Your data will be visible to:

1. UCSF Health IT/ITS workforce that administer the Qualtrics surveys
2. Medical Professionals who may use the survey to contact you in in the event that you are not cleared by the screening.

## How we protect your personal information:

We maintain technical, physical, and administrative safeguards to protect the security, integrity, and privacy of personal data, including the following practices:

1. Storing information we collect on computer systems located in controlled facilities with limited access;
2. Protecting the transmission of your information over the Internet, using encryption, such as the Secure Socket Layer (SSL) protocol;

Using a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosures; and limiting access to data to only authorized personnel

For additional information regarding security of information collected via Qualtrics, please visit:

- <https://www.qualtrics.com/security-statement/>
- <https://www.qualtrics.com/platform/security/>

## How Long We Keep Your Identifiable Data:

We only keep your identifiable data as long as necessary to fulfil the purposes described above but not longer than 30 days.

**Effective Date**

**This statement is effective as of 01 November 2020.**