[Unit Name]  
Monitoring Practice Balancing Analysis:

[Monitoring Practice]

Responsible Executive:

Responsible Office:

Contact:

This document inventories the Privacy Balancing Analysis required by the [UC Berkeley Privacy and Online Monitoring Policy](https://docs.google.com/document/d/1ZERTpDRLYgYw0cz2hJeKx3G5CITp55RO_F96wfwoJbI/edit) for online activity monitoring conducted by [Unit].

# Monitoring Practice 1: [Monitoring Practice]

## Description

### Balancing Analysis (per Privacy and Online Monitoring Policy section IV.C.2.)

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| # |  | Assessment |
| 1 | **Utility:**  *Purpose for monitoring and an estimate of current and future utility* |  |
| 2 | **Alternatives**  *Alternative means to accomplish the documented purpose, and the relative efficacy and privacy impact of the alternative approaches* |  |
| 3 | **Scope** |  |
| 4 | **Use Cases**  ***All uses of data collected by this/these Monitoring Practices shall be restricted to the use cases documented below****.* ***Document the privacy impact*** *generally and in each of the use cases,* ***and******mitigations*** *that will be taken to reduce privacy impact:* | |
| 5 | **General Privacy Impact** |  |
| 6 | **Operational Use:**  *Planned routine operational use(s)* |  |
| 7 | **Non-Routine Use:**  *Non-Routine but anticipated uses.*  *Escalation procedures to document Non-Routine use and prevent routinization* |  |
| 8 | **Legal Requirement:** *Disclosure as required by and consistent with law* |  |
| 9 | **Significant and Exigent Circumstances**: |  |
| 10 | **Internal Abuse**  *of the data within the monitoring unit* |  |
| 11 | **Accidental Disclosure**  *e.g., unauthorized access to the systems holding the monitoring data* |  |
| 12 | **Forced Disclosure**  *to third parties e.g., in response to a subpoena or national security letter* |  |
| 13 | **Least Perusal**  *Data Element Specification*  *(each element examined and retained, incl. metadata)*  *Least invasive access to data necessary for meeting stated objectives: automated analysis over manual perusal when possible* |  |
| 14 | **Least Disclosure:** *Planned disclosures minimized to the least amount necessary for meeting stated objectives*  **Disclosure to Partners Outside of Monitoring Unit**  **Escalation Path**  *First contact concerned individual(s) unless otherwise defined and justified. Further escalation depending on urgency* |  |
| 15 | **Minimal Retention:** *retained only as long as needed to meet stated objectives* |  |
| 16 | **Data Security** *documented and resourced plan for securing data, training staff in the proper use and handling of data, and applying strong sanctions for misuse or failure to follow handling procedures* |  |

## 

**Transparency**

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| Policy Reference (IV.D) | | Monitoring Unit Self-Assessment |
| 1 | **Compliance**  *procedures for ensuring ongoing compliance* |  |
| 2 | **Reporting**  *In addition to notifying privacyoffice@berkeley.edu prior to any non-routine access to monitoring data, units conducting monitoring must keep records of all non-routine access and submit an annual report of this information to IRGC.* |  |

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| 3 | **Notice**  *Publication of general information about their Monitoring Practices to their users, and (planned) location and text of this notice* |  |

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