

Policies of the University of North Texas System Administration	Chapter 03
03.102 Employee Information and Personal Data	Human Resources

Policy Statement. The University of North Texas System Administration (System Administration) collects personal information from employees for the purpose of employment and benefits administration and protects this information from disclosure in accordance with federal and state law. Employees are responsible for updating personal information as needed or upon request.

Application of Policy. All employees.

Definition.

1. **Employee.** “Employee” means an individual who is hired in a full-time, part-time, or temporary capacity with the University of North Texas System Administration in a staff job or in a job where the individual is required to be a student as a condition of employment.

Procedures and Responsibilities.

1. **Employee Personnel Records.** Information related to an individual’s employment with the University of North Texas System Administration will be maintained in a centralized personnel record maintained by the UNT System Human Resources Department (Human Resources). Supervisors may also maintain information related to their employees. Employee information will be maintained as required by federal and state law, including laws related to confidential information, and may be used for internal and external reports.

Responsible Party: Human Resources

2. **Collection and Update of Personal Information.** Employees are required to provide personal data at the time of employment and are responsible for promptly updating their personal information when changes occur during their employment. Some changes may require supporting documentation.

Responsible Party: Employees

3. **Disclosure of Employee Information and Personal Data.** Information in an employee’s personnel record is available to the general public under the Texas Public Information Act, except information that is deemed confidential by state or federal law or that is otherwise protected from disclosure. Information that is considered confidential shall not be released except with the employee’s written consent or as required by law or

court order.

Responsible Party: Office of General Counsel, Human Resources

4. Right to Protect Personal Data from Disclosure. Employees may protect certain personal information from disclosure by updating their privacy elections. Information that may be protected from disclosure includes: home and mailing addresses and home phone numbers, social security number, and information that reveals whether the employee has family members. This information is are subject to disclosure until the date an employee instructs Human Resources to protect the information.

Responsible Party: Employees

5. Employee's Right to Personal Data. Current and former employees, and their authorized representatives, have the right to review and copy all information maintained in their personnel record, except for information that would invade the privacy of a third party. Information will be made available during normal business hours and in accordance with Human Resources procedures.

Responsible Party: Employees, Human Resources

6. Employment Verification. Human Resources is solely authorized to disclose official information contained in a current or former employee's personnel record. Reasons for leaving employment with the System Administration will be disclosed only upon written request.

Responsible Party: Human Resources

7. References and Recommendations. Employees may provide personal references or recommendations for current or former employees in accordance with state law. References or recommendations shall not be considered official System Administration information.

Responsible Party: Employees

References and Cross-References.

Texas Public Information Act
System Administration Policy 03.103, Privacy

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