

<b>Policies of the University of North Texas System Administration</b>	Chapter 03
<b>03.103 Privacy</b>	<b>Human Resources</b>

**Policy Statement.** The University of North Texas System Administration will inform individuals about information it collects about them, unless the information may be withheld pursuant to state or federal law. The System Administration will provide individuals the opportunity to correct information collected about them in records maintained by the System Administration.

**Application of Policy.** UNT System Administration.

**Definitions.** None.

**Procedures and Responsibilities.**

1. **Scope.** This policy applies to information collected by the System Administration.
2. **Notice About Information Laws and Practices.** Each paper form or electronic form on an Internet site that is used by the System Administration to collect information about an individual shall prominently state on the paper form and on the Internet site in connection with the electronic form that the individual has a right to:
  - a. Be informed of the information the System Administration collects about the individual, on request, unless the information is excepted from disclosure under federal or state law;
  - b. Receive and review the information under the Texas Public Information Act; and
  - c. Have the System Administration correct information about the individual that is incorrect under Section 559.004 of the Texas Government Code.

The following statement may be used to comply with this policy: “State law and System Administration policy, with limited exceptions, allow you to be informed of information the System Administration collects about you, to review and obtain the information on this form under the Texas Public Information Act and to correct any information you believe is incorrect.”

The procedure for correcting information is found in this policy.

3. **Mandatory Notice on Internet Sites.** Each System Administration office that collects information about an individual by means of an Internet site or that collects information about the computer network location or identity of a user of the Internet site shall prominently post on the Internet site what information is being collected through the site about the individual or about the computer network location or identity of a user of

the site, including what information is being collected by means that are not obvious. All System Administration web sites must provide a privacy statement on their top-level web page (also called home or index pages). Each privacy statement must identify the information collected from site visitors, describe how the information will be used, and assure site visitors of the integrity of their information during transmission and storage.

4. Responding to Requests for Information. System Administration offices that receive a request for information covered under this policy shall follow the procedures established in the System Administration public information and privacy policies, as applicable. Subpoenas shall be forwarded to the Office of General Counsel immediately upon receipt.
5. Correcting Information. An individual who believes the System Administration possesses incorrect information about him or her in a record covered by this policy may request to have the information corrected. The following procedures apply to the correction of incorrect information covered under this policy:
  - a. Requests to correct information in personnel records must be submitted to the Human Resources Department. Requests to correct all other information must be submitted to the Office of General Counsel for review by the appropriate System Administration official.
  - b. Requests made under this policy must be in writing, specify the information the individual believes is incorrect and explain why the information is incorrect.
  - c. The individual will be informed in writing whether the request to correct information is granted. If the request is granted the appropriate records will be amended. If the request is denied, the information submitted by the individual will be made a part of the System Administration record. The individual may submit new information to the reviewing official that reasonably explains why he or she believes the information is incorrect. Additional information must be submitted within thirty (30) calendar days after the individual is notified that the request to correct the information has been denied.
  - d. The System Administration may not charge a fee to correct information about an individual.

These procedures do not create a property or liberty interest or the right to have information expunged from System Administration records.

6. Conflicts with Other Laws. The Texas Public Information Act controls in the event of a conflict with this policy.

### **References and Cross-references.**

Texas Government Code, sections 552.021 and 552.023

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