

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 collects personal information from employees for the purpose of employment and benefits administration and protects this information from disclosure as permitted by federal and state law. Employees are responsible for updating personal information as needed or upon request.

Application of Policy. All employees.

Definitions.

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 faculty or staff position or in a position 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 maintained by the UNT System Human Resources Department. Supervisors may 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 Information.** Employees are required to provide personal data at the time of employment. Employees are responsible for promptly notifying the UNT System Human Resources Department of any change in personal data as follows:
 - a. Legal name, if changed by marriage or otherwise
 - b. Mailing address and/or residence address
 - c. Telephone number
 - d. Marital status, for income tax and/or group insurance purposes
 - e. Number of dependents, for income tax and/or group insurance purposes

- f. Insurance/retirement beneficiary for group insurance and retirement purposes

Responsible Party: Employees

- 3. Employment Verification. UNT System Human Resources is solely authorized to disclose information contained in a current or former employee's personnel file (i.e., dates of employment, reasons for termination, salary, position(s) held, etc.). Reasons for leaving employment with the System Administration will be disclosed only upon written request.

Responsible Party: Human Resources

- 4. References and Recommendations. System Administration employees may provide references/recommendations for current or former employees in accordance with state law.

Responsible Party: Employees

- 5. Disclosure of Employee Information and Personal Data. Information in a System Administration 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 consent or as required by law or court order.

Responsible Party: Office of General Counsel

- 6. Right to Protect Personal Data from Disclosure. Employees may protect certain personal information from disclosure by notifying Human Resources, in writing. 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. Personal data is subject to disclosure until the date an employee instructs Human Resources to protect the information.

Responsible Party: Employees

- 7. 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 file, 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 UNT System Human Resources procedures.

Responsible Party: Employees, Human Resources

References and Cross-References.

Texas Public Information Act

Approved: November 16, 2007

Effective: November 16, 2007

Revised: April 3, 2018