

Policies of the University of North Texas	Chapter 04
05.046 Privacy Policy	Human Resources

Policy Statement.

Application of Policy. All University

Definitions.

Procedures and Responsibilities.

1. **PURPOSE:** The University of North Texas believes that as an entity of the State of Texas, it exists in order to serve the people of Texas. In accordance with this belief, it is the policy of the University to inform individuals about information it collects about them unless the information may be withheld pursuant to state or federal law and to provide individuals the opportunity to correct information about them in the University's possession. This Policy provides guidance for notifying individuals of their right to be informed, to obtain and to correct information collected about them.

2. **SCOPE:** This policy does not apply to individuals who wish to obtain or correct information in their educational records and does not authorize expunction of law enforcement records.

3. **NOTICE ABOUT INFORMATION LAWS AND PRACTICES:** Each department that collects information about an individual by means of a form the individual completes and files with the department in a paper format or in an electronic format on an Internet site shall prominently state on the paper form and prominently post on the Internet site in connection with the electronic form, that the individual is entitled to:

- a. Be informed of the information the department 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 Sections 552.021 and 552.023 of the Texas Government Code; and
- c. Have the University correct information about the individual that is incorrect under Section 559.004 of the Texas Government Code.

Departments should use the following language on all forms used to collect information. "State law and university policy, with limited exceptions, allow you to be informed of information the University collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect."

The procedures for correcting educational records and grades are found in the University's Family Educational Rights and Privacy Act ("FERPA") policy and applicable student catalog, respectively.

4. MANDATORY NOTICE ON INTERNET SITES: Each department 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 departments that maintain a web site must comply with UNT Policy No. 3.9 (Web Publishing Policy). In accordance with the web publishing policy, all UNT 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 its use, and assure site visitors of the integrity of their information during transmission and storage.

5. PROCEDURE FOR OBTAINING INFORMATION: An individual who wishes to obtain or review information collected by the University may request the information under the Texas Public Information Act and UNT Policy No. 10.6 (Request for Information Made Under the Texas Public Information Act). The Texas Administrative Code and UNT Policy No. 10.6 set out the fees the University may charge for providing public information.

6. RESPONDING TO REQUESTS FOR INFORMATION: Departments that and individuals who receive a request for information covered under this policy shall follow the procedures established by UNT Policy No. 10.6 (Request for Information Made Under the Texas Public Information Act). Subpoenas for information shall be forwarded to the Office of the Vice Chancellor and General Counsel immediately upon receipt.

7. CORRECTION OF INCORRECT INFORMATION: An individual who believes the University possesses incorrect information about him or her in a record covered by this policy may request to have the university correct the information he or she believes is incorrect. A student who wishes to correct information in an educational record may do so pursuant to UNT Policy No. 18.1.9 (FERPA Policy). The University may not charge a fee to correct information collected about an individual, except the University may charge for providing information as set out in paragraph 5 above. The following procedures apply to the correction of incorrect information covered under this policy:

1. Requests to correct personnel information shall be submitted to the Human Resources Department. Requests to correct traffic/parking information shall be submitted to the University police department. Requests to correct all other information shall be submitted to the Office of the Vice Chancellor and General Counsel. The request must be in writing, specify the information the individual believes is incorrect and explain why the information is incorrect.

2. 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 University record. Additionally, the individual may submit new information he or she wishes to include in the record 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.

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

8. CONFLICTS WITH OTHER LAWS: The Texas Public Information Act controls in the event of a conflict between this policy and the University public information policy.

References and Cross-references.

Forms and Tools.

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Revised: