



**Policy Chapter:** Chapter 14 Information Technology

**Policy Number and Title:** 14.009 Privacy

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**I. Policy Statement**

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

**II. Application of Policy**

All University

**III. Policy Responsibilities**

***A. Notice About Information Laws and Practices***

1. Each paper form or electronic form on an Internet site that is used by the University to collect information about an individual shall prominently state that the individual has the right to:
  - a. Be informed of the information the University 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 University correct information about the individual that is incorrect under section 559.004 of the Texas Government Code.
2. The following statement may be used to comply with this policy:

“State law and the University of North Texas 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 under the Texas Public Information Act and to correct any information you believe is incorrect.”
3. The procedure for correcting information is found in this policy.

***B. Mandatory Notice on Internet Sites.***

1. Each University 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.
2. All departments that maintain a web site must comply with UNT Policy 14.007, Web Publishing. In accordance with the web publishing policy, all University 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.

**C. *Responding to Requests for Information.***

Departments that receive a request for information covered under this policy shall follow the procedures established by UNT Policy 04.002, Request for Information Made Under the Texas Public Information Act. Subpoenas shall be forwarded to the Office of General Counsel immediately upon receipt.

**D. *Correction of Incorrect Information.***

1. 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 information corrected. A student who wishes to correct information in an educational record may do so pursuant to UNT Policy 07.018, FERPA.

The following procedures apply to the correction of incorrect information covered under this policy:

- a. Requests to correct personnel information shall be submitted to the Human Resources Department. Requests to correct traffic or parking information shall be submitted to the University parking department. Requests to correct all other information shall be submitted to the Office of General Counsel.
- 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 University 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 and will be maintained in the record.
- d. The University 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 University records.

**E. *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.

**IV. References and Cross-References**

[Texas Government Code §§ 552.021 & 552.023](#)

[Texas Government Code § 559.004](#)

[UNT Policy 04.002, Request for Information Made Under the Texas Public Information Act](#)

[UNT Policy 07.018, FERPA](#)

[UNT Policy 14.007, Web Publishing](#)

**V. Revision History**

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