



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.023 Employee Information and Personal Data

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**I. Policy Statement**

The University of North Texas (UNT) 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.

**II. Application of Policy**

Employees

**III. Policy Definitions**

**A. Employee**

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

**IV. Policy Responsibilities**

**A. Employee Personnel Records**

Information related to an individual’s employment with UNT will be maintained in a centralized personnel record. Supervisors may also maintain information related to their employees. Employee information will be maintained as required by federal and state laws and regulations, including laws related to confidential information, and may be used for internal and external reports.

**B. 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.

**C. 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.

**D. 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, home phone numbers, and information that reveals whether the employee has family members. These data are subject to disclosure until the date an employee instructs Human Resources to protect the information.

**E. 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.

**F. Employment Verification**

The Human Resources Department is solely authorized to disclose official information contained in a current or former employee’s personnel record. Reasons for leaving employment with the university will be disclosed only upon written request.

**G. 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 university information.

**V. References and Cross-References**

[Texas Public Information Act](#)

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

[UNT Policy 14.009, Privacy](#)

**VI. Revision History**

Policy Contact:	Asst VC & Chief HR Officer
Approved Date:	05/01/1983
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