



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.35, **Team Member Information Integrity**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a policy regarding the release and correction of team member information.

REVIEW: This HSC OP will be reviewed on June 15 of each even-numbered year (ONY) by the Vice President and Chief Human Resources Officer.

POLICY/PROCEDURE: TTUHSC will ensure team members' trust by committing to the responsibility of protecting the integrity of their personal information.

Release of Information. Under the Freedom of Information Act, upon a formal request to the Office of General Counsel, Texas Tech University Health Sciences Center may release team member information based on the confidentiality indicators chosen by the team member. A team member may set their indicators through the WebRaider Portal under the HSC "Employee" tab, then "Employee Dashboard" on the bottom right, and then the "HRIS Confidentiality Indicators" link.

Certain team member information, such as name, job title, department, salary, date of hire, and separation date, may be released in response to an *Open Records Request*.

Correction of Information. If an individual from whom TTUHSC has collected information desires to request TTUHSC to correct an error, the individual may file a written request for correction with the administrative head of the department and the Senior Director, HRIS and Benefits in Human Resources SSO, which includes the following:

- a. the date the information was collected;
- b. the TTUHSC school or department that collected the information;
- c. a statement of the information collected; and
- d. a request for correction of the information and an explanation as to why the information initially collected is incorrect.

Upon receipt of the written request, the department head will review it in conjunction with the Senior Director, HRIS and Benefits, and, within ten (10) business days, issue a written decision to the individual requesting the correction.

Appeal. In the event the individual requesting a correction is not satisfied with the decision of the department head, the individual may file a written appeal within ten (10) business days of receipt of the department head's decision with the appropriate Vice President or Dean. The VP or Dean will issue a decision within ten (10) business days of receipt of the appeal and copy Human Resources. The decision of the VP or Dean is final.

Right to Change. TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without notice to or consent of its employees.

Reference: Tex. Gov't Code chs. 552 & 559.