

# Sam Houston State University

## Release of Personal Information Election Form

Under state law, Texas Government Code Section 552.024, the general public can make requests for information about the affairs of government and the acts of public officials and employees. The information released as a result of these requests can sometimes include the personal information of state employees. However, employees have the right to elect to keep certain categories of personal information confidential in the event of such a request.

By selecting "Yes" for any or all of the items below you are authorizing the release of your personal information to the general public in the event such a request is made.

By selecting "No" for any or all of the items below this information will be protected from release to the general public in the event such a request is made.

Please note that an election to protect the information below from public release does not prohibit the release of the data to the employee or employee's authorized representative.

I allow the following to be released to the public:	Yes	No
Home address	<input type="checkbox"/>	<input type="checkbox"/>
Home telephone number	<input type="checkbox"/>	<input type="checkbox"/>
Social Security number	<input type="checkbox"/>	<input type="checkbox"/>
Information that reveals if I have family members	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact information	<input type="checkbox"/>	<input type="checkbox"/>

**Question:** What happens if I do not indicate any choice?

**Answer:** This information may be subject to public release (except your social security number).

**Question:** May I change my choice at a later date?

**Answer:** Yes. However, the information on file on the date a request for information is received is subject to disclosure. A change in your choice may not be backdated to avoid release of information.

**Do you have prior law enforcement or Texas Department of Criminal Justice service?**  Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SAM ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form to Human Resources by fax (936-294-3611), mail to Box 2356, Huntsville, TX 77341-2356 or bring it to our office (CHSS, Suite 410). If you have questions about this form, please contact the Human Resources Department by calling 936-294-1070.**