

# Sam Houston State University

## Release of Personal Information Election

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.

These (below) are the categories of employee information that can be kept confidential:

- Home address
- Home telephone number
- Social security number (the SSN is already protected from release)
- Information that reveals whether employee has family members
- Emergency contact information.

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

Employees have the ability to allow or not allow release of the categories of personal information mentioned above by accessing Banner Self Service within My Sam. This functionality allows 24/7 employee access to our "Confidential Indicator" settings. These settings can be changed at any time. The University is required by law to release the categories of information addressed above unless an employee requests otherwise; *hence, the importance of checking your settings.*

### To review and/or change your confidential indicators:

- Access **My Sam**
- Click the **Campus Resources** tab
- Click the **Banner Self-Service** link
- Click **Employee**
- Click **Employee Confidential Indicators**
- Review the five (5) options and select to **Deny Access** or **Allow Access** for each
- To save click **Update HRIS Indicators**
- You are done!

University employees without access to My Sam may complete a paper Release of Personal Information Election form and submit to Human Resources for entry into our personnel database.

**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.

**Please Note: New employees should advise Human Resources if they have prior law enforcement or Texas Department of Criminal Justice service.**