

# Privacy & Confidentiality Regulations

The University of Massachusetts collects, maintains and disseminates personal employee data in accordance with:

- University's *Fair Information Practices Regulations* (FIPR), Trustee Policy Doc. T77-059.
- the Fair Information Practices Act (FIPA), Massachusetts General Law (M.G.L.), Chapter 66A.  
<http://www.state.ma.us/legis/laws/mgl/gl-66A-toc.htm> .

These regulations were implemented to protect the confidentiality and rights of individuals who could be identified in any way by persons who have access to official personnel records. Human Resources will adhere to the general policies and procedures contained therein.

<b><u>Public Information</u></b>	<b><u>Directory Information</u></b>
<p>The following is classified as "Public Information" and can be disseminated without restriction:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Job Description</li><li>• Office Location</li><li>• Dates of Employment</li><li>• Position Title</li><li>• Salary</li><li>• Office Phone Number</li></ul>	<p>The following is classified as "Directory Information" and may be restricted by an employee upon his or her request:</p> <ul style="list-style-type: none"><li>• Home Address</li><li>• Marital Status</li><li>• Home Phone Number</li><li>• Date of Birth</li></ul> <p>The following information is either not maintained on our employee database or is automatically restricted unless dissemination is required by statute/regulation/legitimate University purpose.</p> <ul style="list-style-type: none"><li>• Social Security Number</li><li>• Education</li><li>• Citizenship</li></ul>

Each employee is asked to complete an **Employee Data Directive Form** (see *next page*) and specify what information, if any, he or she wants to restrict from release or publication. Human Resources will honor your request unless the dissemination of information is required by statute, regulation, or legitimate University purpose. In the event of a court order or subpoena mandating access to personal data, Human Resources will make every effort to notify you in advance of compliance therewith.

- All other personal data will be held in confidence and not made available to other than those University officers or employees with a legitimate operational need and such other agencies or officials as may be authorized by law to have access, unless Human Resources has received written permission from you.
- You may look at your personnel file during regular office hours provided reasonable advance notice is received by Human Resources. Arrangements can be made by calling 545-0380. The file may be looked at only in the presence of a Human Resources supervisory employee and copies of personal data may be made for a reasonable fee. According to FIPR, letters of reference and statements of evaluation received before July 1, 1976 may not be available to the employee.
- An "Audit Trail" will be maintained listing any agency or person from outside the University given information (excluding "Public Information") from a file. Records will be kept for three-month period. Inquiries about who has accessed information in your file may be directed to Human Resources.
- If you object to the collection, maintenance, dissemination, use, accuracy, completeness or type of personal data held, you may exercise your right to appeal as outlined in the *Fair Information Practices Regulations*.

Human Resources will conform to these regulations to the best of its ability. Surveys, reports and statements must, of course, be disseminated outside the University, but the names of individual employees will not be used. Naturally, there has to be some communication of personal data within the University, but confidentiality and individual rights will be protected to the greatest practicable extent.

Questions concerning the *University's Fair Information Practices Regulations* may be directed to Human Resources by calling, (413) 545-0380.

# Employee Data Directive Form

Employee Name \_\_\_\_\_  
(Print)                      LAST NAME                      FIRST NAME                      MI

Under the University's Fair Information Practices Regulations (Doc. T77-059), I have the right to request that certain personal data, regarded as "Directory Information," not be disseminated to anyone other than University personnel or where required by statute, court order, or legitimate University purpose.

Do you want to place restrictions on the dissemination of your personal data?

Yes                       No

If yes, please check each personal data item you would like to restrict.

- Home Address
- Home Phone Number
- Marital Status
- Date of Birth

Social security number, citizenship, and education are either: a) automatically restricted unless dissemination is required by statute/regulation/legitimate University purpose, or b) not maintained on the employee data base.

Employee Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Submit the completed Employee Data Directive Form to:

Human Resources  
Room 325, Whitmore Administration Building  
University of Massachusetts  
Amherst, MA 01003