



# 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 Associate Vice President, Human Resources/Chief Human Resources Officer.

**POLICY/PROCEDURE:** TTUHSC will ensure the trust of team members with a commitment of responsibility to protect the integrity of their personal information.

**Release of Information.** Under the Freedom of Information Act, upon a formal request to the Office of General may set their

When "Employee Dashboard" on

nt, salary, date of hire, and

llected information desires to request for correction with the Benefits in Human Resources,

mation;