



Privacy of Information Form

The **Texas Open Records Act** allows every governmental employee to decide if they wish to make their home address and telephone number available for public access. Please check your home address and telephone information below to ensure that it is correct. Then, check the boxes as to whether or not you wish for this information to be made available. This form can be updated at any time.

If you fail to complete this form, your information will be available to the public.

Name: _____

Street Address: _____

City/State/Zip: _____

Birthday (Month and Day only!): _____

Home Phone Number: (____) _____

Emergency Contact Name & Number: _____

Additional Emergency Contact Name & Number: _____

Benefits Eligible Only:

I **Do** **Do Not** want my home address to be made available to the public.

I **Do** **Do Not** want my home telephone number to be made available to the public.

I **Do** **Do Not** want my birthday (month/day only) announced in the Employee Newsletter.

Reminder : Please use Personnel Action Form to notify the Human Resources Office of any changes in name, address, phone number or extension.

Employees' Signature

Date