



Privacy of Information Form

The **Texas Open Records Act** allows every governmental employee to decide if they wish to make their home address, telephone number, social security number, emergency contact information, or information that reveals whether they have family members available for public access. Please fill in the information below. Then, check the boxes as to whether or not you wish for this information to be made available. This form may 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: _____

- I **Do** **Do Not** want my home address to be made available to the public.
- I **Do** **Do Not** want my emergency contact information 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.
- I **Do** **Do Not** want my social security number to be made available to the public.
- I **Do** **Do Not** want my information about my family to be made available to the public.
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Reminder: Please use the Personal Information Change Form located on the I:/ drive or in Human Resources Office to update any changes in name, address, phone number or extension.

Employee's Signature

Date