Laura – Would like HRC’s feedback on options to getting employee’s emergency notification information.
Currently the web page asks for campus telephone number, home telephone number and personal and work cell phone numbers and campus email address. It also includes the statement

“May your home address and telephone number be released by campus personnel for non-emergency purposes? The button below indicates what is currently on file for you.”

☐ yes
☐ no
Currently, an employee must request in writing if they want their data to remain private.

Three options

1. Change policy and make home phone and home address private information
2. Allow radio buttons to be active. Policy would have to be changed to include electronically submitted and not just in writing as means to request data remain private.
3. When an employee fills out the web page it will tell them your personal info is considered public information and is open record, if you want to change it please visit the HR office.

Procedure 1912.3 language says the home address, home telephone number and photograph is public and the employee can request in writing to remain private.

Policy 1902 was drafted based on assumption you can provide a personal cell number for NotiFind only. There needs to be a better job explaining it in the policy. There is no option to provide personal cell number for NotiFind only; PeopleSoft is updated with information if the employee provides it via the web page.

Motion - Diane Nelson moves to modify procedure 1912.3 to include electronically along with in writing as approved form of requesting personal information not be released. Policy rewritten as:

It is the policy of the NDUS that institutions and the system office may release or disclose an employee’s home address (including home or personal e-mail address), home telephone number (including personal cell phone number) and photograph as permitted by law, unless an employee has requested in writing or electronically that the information not be released, in which case the information shall not be released.

Wes Matthews seconded the motion.

Motion passed

Webpage will be modified to make the radio yes/no button active and carry forward to PeopleSoft. HR departments will be provided a query listing who has made a change to the waive privacy check box.

NotiFind website text should be written clear so employees understand that if they do give personal information it could also be used for non-emergency and not just emergency use. This also will include home address.