University Policies and Procedures

07-06.01 – POLICY ON PERSONAL DATA AUDIT

Purpose

Towson University has established implementing policies and procedures for employees to audit their personal records.

Policy

I. Towson University is responsible for maintaining current and accurate data to comply with various federal, state, and local reporting requirements in addition to University purposes.

II. In order to ensure current and accurate data, all employees shall audit and update, as necessary, their personal and demographic data at least once a year. Employees are also encouraged to make updates as they occur throughout the year by contacting the Office of Human Resources.

Procedure

I. A Demographic Update Form will be sent confidentially to each employee on a yearly basis. The Form must be updated, if necessary, signed, and returned to the Office of Human Resources by the employee within two (2) weeks of its receipt.

II. After the Office of Human Resources receives the completed and signed Form, the employee may be contacted to provide documentation, an explanation, or additional information.

Contact

Contact the Office of Human Resources’ HRIS, Leave, and Attendance Unit at 410-704-6022 for more information.

Responsibility: Associate Vice President of Human Resources

Authorization:

Date: 6/4/04

Effective Date: 6/4/04