

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	January 2002
Section 2.2	Information Management	Revised:	
Policy 2.2.6	Release of Records and Requests for Personal Information	Responsibility:	Executive Vice President for Business Affairs/Chief Financial Officer

RELEASE OF RECORDS AND REQUESTS FOR PERSONAL INFORMATION

Release of Records (Texas Public Information Act)

Under provisions of the *Texas Public Information Act* (*Texas Government Code*, Chapter 552), the President has delegated his authority as the custodian of records to the Executive Vice President for Business Affairs.

All requests for documents under that Act should be directed to the Office of the Executive Vice President for Business Affairs. It is imperative that such requests be forwarded immediately upon receipt to the Office of the Executive Vice President for Business Affairs as the Act contains strict requirements concerning timely response. Detailed information about The University of Texas System policy with regard to compliance with the Texas Public Information Act is found at <http://www.utsystem.edu/policy/policies/uts139.html>.

Requests for Personal Information

Information related to a person and that is held by the Health Science Center and protected from public disclosure by laws intended to protect that person's privacy interests will be disclosed to the person or the person's authorized representative in accordance with Sections 552.023, 552.229, and 552.307 of the *Texas Public Information Act*. A person may also request to be informed about information that the Health Science Center collects about the individual, as provided by Section 559.003(a)(1) of the *Texas Government Code*. Requests for information should be made in accordance with The University of Texas System's policy at <http://www.utsystem.edu/policy/policies/uts139.html>.

Request to Correct Personal Information

A person is entitled to have the Health Science Center correct information about the individual that is incorrect in accordance with the following procedures, which are established in accordance with Section 559.004 of the *Texas Government Code*. This policy does not apply to an employee of the Health Science Center who seeks to correct information in an employee's personnel file; such an employee should comply with the Health Science Center's grievance process.

The person should request in writing that the Health Science Center correct information about the person that is held by the institution and

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that is incorrect. The request should specifically identify (1) the information that the person believes to be incorrect and (2) the document or other source in which the information is located. The request also should specify the correction that the person requests. Requests for corrections should be made in accordance with The University of Texas System's policy at:

<http://www.utsystem.edu/policy/policies/uts139.html>.

Not later than ten (10) days (excluding Saturdays, Sundays and State or National legal holidays) after the date of the Executive Vice President for Business Affairs' receipt of the request for correction, the Executive Vice President shall acknowledge in writing the receipt of the request. The Executive Vice President thereafter shall promptly either make the correction to the information as identified by the person or inform the person of the refusal to amend the information in accordance with person's request, the reason for the refusal, and the name and address of the person to whom the person may request a review of the refusal. The designated official will be the President, or his or her designee.

If the person disagrees with the refusal of the Executive Vice President to amend the information, the person may request in writing to the designated official a review of the refusal. Not later than thirty (30) days (excluding Saturdays, Sundays, and state and national legal holidays) after the date of the designated official's receipt of the request for review, the official shall complete a review of the matter and make a final determination unless, for good cause, the official extends the thirty (30) day period.

The Health Science Center will make approved corrections in accordance with all applicable laws and regulations, including those pertaining to records retention. The Health Science Center may make approved corrections by adding a document that amends but does not replace the document containing the incorrect information.
