

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **RELEASE OF EMPLOYEE INFORMATION TO OUTSIDE AGENTS-Policy No. G012**

Supersedes Policy No. G012, Dated 6/3/91 and 8/27/91

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on July 25, 1994

Review Date: As Required

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### **INTENT**

It is the intent of Edinboro University of Pennsylvania to protect and maintain the privacy rights of all its employees. To that end, it limits access to lists of employee names, addresses, social security numbers, telephone numbers and other biographical information. In so doing, the University does not seek to limit the availability of public information identified under Pennsylvania's "Right-to-Know" Act, but rather seeks to prevent the harassment of its employees by the solicitations of commercial vendors, special interest groups and others who seek to acquire lists of employees for their own purposes.

### **POLICY**

No individuals, departments or operating units are authorized to release lists which include the names, home addresses, social security numbers, home telephone numbers or other biographical information relating to University employees without the written authorization of the President of the University or his designee. Release of such information will be authorized only in those instances where the release is mandated by law or regulation or where, in the judgment of the President, the interests of the University and the employees will be served by providing the information requested.

### **PROCEDURES**

1. Persons or organizations seeking employee information should be advised to refer their written request to the University's Human Resources office.
2. If the Associate Vice President for Human Resources and Social Equity, after reviewing the request for information, believes the request has merit, he/she shall forward the request with a recommendation for approval through the appropriate Vice President to the President.

3. Upon the President's or his designee's approval, the Vice President for Administration and Institutional Advancement and the Associate Vice President for Human Resources and Social Equity shall cause the requested information to be provided through the appropriate office and shall determine the cost to the University of such a process. This amount shall be billed to the person or organization receiving the requested information.
4. The approved listings shall be released through the Human Resources Office to the requestee.