



---

**SUBJECT: PERSONNEL RECORDS AND PRIVACY RIGHTS**

---

- I. PURPOSE: To state information required for a personnel file and rights of access to that information.
  
- II. POLICY:
  - A. All personnel records should be completed at the Human Resources Office on or before the first day of employment. At any time a change occurs in a person's status, the Human Resources Office should be notified immediately. Changes of address, telephone number, marital status, dependents, or any changes that would affect pay, withholding, or insurance status should be reported.
  
  - B. Southern Utah University recognizes the right of each employee to examine, obtain a copy of, and to challenge the accuracy of factual data in documents contained in that employee's personnel file, except for information and materials therein that are classified as "confidential" under the Utah Information Practices Act or the disclosure of which is forbidden pursuant to state or federal law. (See 67-18-1 to 5, Utah Code Annotated [1953]).
  
  - C. No person has a right under this policy to inspect, copy, or challenge the contents of the personnel file relating to any other individual, except to the extent that such person may be authorized to do so because of an official "need to know" under the Utah Archives and Records Service and Information Practices Act.