



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 70.53, Correction of Information Collected by TTUHSC by Individuals**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Policy and Procedure (HSCEP OP) is to establish the steps for an individual to request the correction of information collected by TTUHSCEP about the individual in compliance with Chapter 559 of the Texas Government Code.

**REVIEW:** This HSCEP OP will be reviewed on May 1 every fourth year (E4Y) by the Executive Director for Human Resources and the Office of General Counsel or designee, with recommendations for revisions submitted to the Chief Financial Officer by May 15.

### **POLICY/PROCEDURE:**

1. If an individual from whom TTUHSCEP has collected information desires to request TTUHSCEP to correct information he or she believes is incorrect, the individual may file a written request for correction of information with the administrative head of the TTUHSCEP department that collected the information. The written request to correct information shall include the following information:
  - a. the date the information was collected;
  - b. the TTUHSCEP school or department which collected the information;
  - c. a statement of the information as collected; and,
  - d. a request for correction of information and an explanation as to why the information originally collected is incorrect.

Upon receipt of the written request, the department head will review the request, and within ten (10) business days issue a written decision to the individual requesting the correction.

In the event the individual requesting a correction is not satisfied with the decision of the department head, the individual may file a written appeal within ten (10) business days of receipt of the department head's decision with the appropriate Vice President or Dean. The VP or Dean will issue a decision within ten (10) business days of receipt of the appeal. The decision of the VP or Dean is final.

TTUHSCEP reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time, without the consent of employees.