Home Address and Contact Information: Guideline for Access and Use by UW Workforce Members

Executive Summary
This Data Access Guideline provides guidance on access by UW Workforce members to data related to contact information, including home address and emergency contact information for Employees and Appointees.

Per the Data Classifications specified in APS 2.10.2:
- The following pieces of information are categorized as Confidential and are not made available (except to the police, the state or other benefits providers):
  - Home Address/Phone Number
  - (Personal) Mailing Address
  - Emergency Contact Name/Phone Number
  - Home Address Zip Code when paired with other address information. The Custodians will authorize release of Zip Code information to support Emergency Management or other geographic planning purposes on a case by case basis.

All uses of Confidential contact information, except as specified above, must be approved and provided by the Data Custodians.

Rationale
The following areas of concern have been identified and discussed during review of business needs of access to employee contact information:

1. Sensitivity of personal contact information, in terms of maintaining privacy and personal security.
2. Value of information for operational and strategic business processes.
4. Consideration for limited circumstances under which some of this information may be made available on an individual basis for emergency purposes.

The Data Custodians for the information are Human Resources (Associate Vice President, HR Administration and Information Systems) and Academic Personnel (Assistant Vice Provost, Academic Personnel).

Advisory Opinions Sought
Representatives from the Data Management Committee, Human Resources, Academic Personnel, Payroll and Information Management were involved in developing this guideline and support approval of its adoption.
Concurrence
The undersigned concur with the data access recommendations described in this Data Management Guideline.

Rhonda Forman
Assistant Vice Provost for Academic Personnel
9/30/10
Data Custodian Signature: Printed: Title: Date:

Elizabeth Convery
Associate Vice Pres.
10/14/10
Data Custodian Signature: Printed: Title: Date:

Liz Wilson
Dean of Libraries
9/16/10
Chair of DMC Signature: Printed: Title: Date:

For definition of UW Workforce Member, see APS 2.4.2.n (draft): http://passcouncil.washington.edu/psg/

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