



**Collin County Community College District
Public Access Option Form
Texas Government Code Section 552.024**

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you elect to keep it confidential, the following personal information may be subject to public release if requested under the Texas Public Information Act:

- Home Address
- Home Telephone Number
- Social Security Number
- Emergency Contact Information
- Information that reveals whether you have family members

To have this information withheld from Public Information responses you must submit a signed request to Human Resources

Note: This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.

REQUIRED INFORMATION:

Printed Full Name

CWID

_____ I elect to deny public access to covered personal information. This election replaces any previous election and affects both personnel and student records.

Signature

Date