

# Data Protection

## IMPORTANT – Public Records Act 44

Occasionally LSU Health Sciences Center receives a request for information under Title 44, Public Records and Recorders Act. Responding to such a request may involve disclosing data from your LSUHSC Payroll/Personnel file.

You may elect to have your home address and home telephone number made “confidential” and thus not subject to disclosure under the Public Records Act. Please complete the data below and return this form to the Benefits Service Center, Room 608, Resource Center. A copy of your election will be placed in your personnel file.

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### DATA PROTECTION DESIGNATION

I would like to have my home address and telephone number kept confidential. I am electing to keep the data protection option.

I do not want my home address and telephone number designated as confidential. It can be released when designated by a signed consent form. I am waiving the data protection option.

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Name (please print)

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Signature

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Home Address

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Home Telephone Number

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Social Security Number

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Date