



## POLICY ON PERSONAL DATA CHANGES

*Dated:* February 24, 2015

*Supersedes:* HR.204 *Personal Data Changes* dated October 19, 2007

### I. PURPOSE

To establish guidelines for maintaining accurate and current personnel records.

### II. POLICY

It is the policy of the New York Medical College to maintain accurate and current personnel records on all employees.

### III. SCOPE

This policy applies to all College faculty, staff and CBU employees.

### IV. DEFINITIONS

#### A. Personal data include:

1. Name, Social Security Number, Date of Birth
2. Address(es)
3. Telephone Number(s): Work, Home, Cell, etc.
4. E-Mail Address(es): Campus, Business, Other
5. Marital status (for benefits and tax withholding)
6. Dependent Information
7. Address and telephone number of dependents and spouse
8. Beneficiary designation for College insurances, disability and tax deferred annuity
9. Emergency Contact Name, Relationship, Address, Phone Numbers
10. Employee's Withholding Allowance Certificates
11. Citizenship
12. Education level
12. NYMC work address(es) and telephone number(s)

#### B. CBU - Union represented employees (Collective Bargaining Unit)

### V. EFFECTIVE DATE

This policy is effective as of the date signed below.

## VI. PROCEDURE

- A. The Human Resources Department should be notified in writing of any changes affecting an employee's personal data by completing a **Personal Data/Change (HR-100)** form.
- B. If the employee is also a student at New York Medical College, a copy of the **Personal Data/Change (HR-100) form** and supporting documentation on name, address and social security number changes should be forwarded to the Registrar's Office.
- C. Depending on the changes, additional tax, benefit or beneficiary change forms may be sent to an employee for completion in order to process changes.
- D. Changes in tax withholding should be noted on a new **Employee's Withholding Allowance Certificate (W-4 Form or IT-2104)** which can be obtained from the Human Resources Department and must be returned to them for processing.

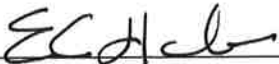
## VII. POLICY RESPONSIBILITY

- A. Administrators - The Human Resources Department should be notified in writing of any changes affecting an employee's personal data by completing a Personal Data/ Change (HR-100) form.
- B. Human Resources Department
  - 1. Processing and maintaining employee personal data.
  - 2. Provide the Registrar's Office with a copy of changes and supporting documentation relating to changes in name, address, or social number if the employee is also a student at New York Medical College.
  - 3. Provide advice and guidance with respect to the interpretation and administration of this policy.

## VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations  
Responsible Executive: Director of Human Resources  
Responsible Office: Human Resources Department

### APPROVED:

  
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Edward C. Halperin, M.D., M.A.  
Chancellor of Health Affairs and  
Chief Executive Officer

  
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Date