

PERSONAL INFORMATION

Independence Community College (ICC) relies on its employees to provide current and accurate personnel information. Employees are responsible for keeping their personnel records up to date in the College's Payroll System including:

- Address
- Home Telephone number
- Cell number
- Personal email address
- Emergency contact information
- Dependent information
- Marital status and number of dependents (for tax withholding purposes)
- Direct deposit information

To log into your APS account go to: https://www.eselfserve.com/login_ess.php

Employees must notify Human Resources promptly if there is a change to their legal name.

Commitment to Privacy

Independence Community College is committed to safeguarding all personal information provided by its employees.

Every department is responsible for maintaining the necessary confidentiality, integrity and availability of employee information it handles.

All College employees are required to abide by state and federal laws as well as College policies, procedures and guidelines regarding the handling and protection of employee personal information.

Employees who become aware of a breach of the privacy or security of an employee's personal information must report such breach immediately to the Vice President of Human Resources.

Disclosure of Information

Personal Information may be disclosed only to the extent that is permitted or required by law. Disclosure must comply with applicable requirements regarding consent or authorization for disclosure.

Legally Mandated Disclosure of Information

The College may be required to release information, including personal information, where required by state or federal law or upon receipt of a subpoena, search warrant or other court order.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Effective Date: 03/01/2021