



DEPARTMENT OF HUMAN RESOURCES

**TO:** All WCSU Employees  
**FROM:** Charles P. Spiridon, Associate Vice President for Human Resources  
**RE:** Disclosure of Home Address/Emergency Contact Information

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On occasion, the Human Resources Department receives requests for home addresses of WCSU employees. Such requests may come from companies approved by the State Comptroller for tax-deferred annuities, but may also come from individuals desiring to have your home address for various reasons.

We are requesting that each employee indicate, by completing the form below whether his or her home address and telephone number are to be released upon request. Please return the completed form to the Human Resources Department at your earliest convenience. *If you do not complete and return this form to us, we may be required to release this information under the Freedom of Information Act.*

We are also requesting that each employee provide to us the name, address, and phone number of the individual to be contacted in the event of an emergency.

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Name: \_\_\_\_\_ Banner ID No.: \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**DISCLOSURE OF HOME ADDRESS:**

(Check One)

- I authorize the Human Resources Department to disclose my home address and home telephone number to any organization upon request.
- I wish to keep my home address and telephone number private, and do not want this information disclosed to anyone.

**PERSON TO BE CONTACTED IN CASE OF AN EMERGENCY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: (       ) \_\_\_\_\_

**Please complete and return to Western Connecticut State University's Human Resources Department**