



**CITY OF BURNET  
REQUEST FOR UTILITY ACCOUNT CONFIDENTIALITY  
PLEASE PRINT ALL INFORMATION**

**INSTRUCTIONS:**

Read all parts of this form and complete it in its entirety. Return it to the Utility Clerk at the City of Burnet.

**NAME:** \_\_\_\_\_

**PHONE:** (\_\_\_\_) \_\_\_\_\_

(where you can be reached M-F, 8-5)

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_ **LOCATION OF SERVICE:** \_\_\_\_\_

(If different from Address above)

In accordance with Subchapter B. of the Texas State Utility Code, a citizen has the right to request confidentiality of certain “Personal Information” on a customer’s account record. Personal Information is described as “an individual’s address, telephone number, or social security number”. Subpart 182.052 *Confidentiality of Personal Information* states that the request must be in writing. A customer may rescind a request for confidentiality by providing the City with written permission to disclose personal information.

Subchapter 182.054. *Exceptions* states that the subchapter does not prohibit the City from disclosing personal information in a customer’s account record to: (1) an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity; (2) an employee of a utility acting in connection with the employee’s duties; (3) a consumer reporting agency; a contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state or the United States, (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

I hereby request that my “personal information” as described in the paragraph above and as defined in Subpart 182 of the State Utility Code, be held as confidential information. I have read and understand the information above. I agree to provide the City with a written release should I choose to rescind this document.

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Signature of Applicant**

**RECEIVED BY UTILITY DEPARTMENT ON** \_\_\_\_\_

**DATE RECORDED:** \_\_\_\_\_

**SIGNATURE OF UTILITY CLERK:** \_\_\_\_\_