Suppression of Personal Data

Perform this procedure when you want to display or suppress your home address and telephone number in the Purdue Telephone Book.

Guidelines for Entering Data Into Employee Self Service:

- Names
- Addresses
- Telephone Numbers
- Bank Information
- Education Information

Click on "Suppression of Personal Data" to get started!

Click the “Suppression of Personal Data” link to select, view or edit the display/suppression of your home address and phone information in the Purdue Telephone directory.

On the Suppression of Personal Data screen, select either “Display/publish” or “Suppress” your home mailing address and phone information. Then click the **Submit** button. Click the **Exit** button to leave this screen.
After clicking the **Submit** button, you will receive a confirmation dialog box telling you that your transaction has been successfully submitted. Click the **OK** button to continue.

To exit Employee Self-Service from this page, click the **Log Off** tab located in the upper-right corner of the screen.