

# Workday Quick Facts: Privacy Settings

## Internal Visability

Workday displays limited employee profile information to everyone with a valid login. The information displayed includes name, photo, organization, employee type, business title, business location and other contact information that is marked “public.” This is the same information you would find visible on contact cards in Outlook.

## “Private” Defined

The term “private” is used within the Workday system in reference to profile information that is not widely viewable by other users within the system. It does not supersede Florida public records law.



## What Information is Private?

By default, personal contact information is marked private and will be visible only to you, your manager, UCF HR professionals and other UCF administrators. You can control what is displayed in Workday by changing your contact privacy settings.

## Bottom Line

When you designate contact information as “public” in Workday, this information is only visible to those who have access to the Workday system.