

TENNESSEN WARNING

DATA PRIVACY STATEMENT

GENERAL PURPOSES:

In accordance with the Minnesota Government Data Practices Act, the City of Backus (City), is required to inform you of your rights as they pertain to private information collected from you. Private data is the information which is available to you from the City, but is not available to the public. The Personal Information you provide in an employment application about you is generally considered private. If the information the City collects from you is confidential, then even you cannot see the date. This Notice is meant to advise you of how the City will handle your private and confidential information and what rights you have.

USES:

The information we collect from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

LEGAL REQUIREMENTS:

You are not legally required to provide the information the City is requesting. However, if you do not, the City may not be able to determine your eligibility for employment.

DISSEMINATION AND CLASSIFICATION OF INFORMATION:

The Private Data collected by the City will be disseminated and used only when it is required for administration and management of the application process. Persons or committees with whom this information may be shared include:

- Members of City Staff who review the applications;
- The Hiring Committee established by the City to interview applicants and administer the preliminary hiring process;
- City Council Members;
- The City Attorney and their staff if necessary to counsel the City on any issues that may arise;

- Any other State and Federal Government Agencies as required by Law;

The following information on an application will be considered private data on individuals pursuant to the Minnesota Government data practices act: 1.) Your name; 2.) Your home address; 3.) Your home phone number; and 4.) Your Social Security Number. If you are certified as eligible for an employment vacancy, your name will become public data. If you are hired by the City, all information you supply on an employment application will become public, except for your home street address, home phone number, Social Security number and answers given to any questions marked confidential.

YOUR RIGHTS:

You have rights under the Minnesota Government Data Practices Act which include:

- The right to see and obtain copies of the data maintained on you;
- The right to be told the contents and the meaning of the data;
- The right to contest the accuracy and the completeness of the data.

To exercise these rights, contact Ann Swanson, City Clerk, 112 King St., Backus, MN 56435, (218) 947-3221 or clerk@uslink.net.

I have read and understand the above information regarding my rights as a subject of government data.

Dated: _____

Applicant's Signature

Applicant, please print name