

YOUR PRIVACY RIGHTS (UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT)

Applicant's Name _____

The Minnesota Government Data Practices Act seeks to protect the privacy of the individuals about whom government agencies, their subdivisions, and agencies under contract with them collect data. The Minnesota Government Data Practices Act also facilitates the release of information which is public. The information on this sheet applies to your current and future contracts with this agency, whether the contract is in person, by mail, or by phone. This Act requires that whenever we ask you to provide us with private or confidential information about yourself or your child that you be told:

- The purpose and intended use of the data within this agency;
- The legal requirements, if any, of providing information;
- The consequences of providing or refusing to provide the information requested; and
- The identity of other persons or agencies authorized by statute to receive the information.

Purposes:

Details about the purposes of the information we collect from you are often listed on the forms you are asked to complete.

The data we collect may be used for the following purposes:

- Determine your eligibility for services provided by this agency;
- Provide effective care and treatment of medical/social/psychological problems;
- Enable us to collect federal, state, and local funds for services and reimbursement;
- Prepare statistical reports and evaluations;
- Conduct program and financial audits, and
- Collect reimbursement from other agencies or individuals for the services or assistance we provide you.

Legal Requirements:

In most cases, you are not legally required to provide the information requested. If you are legally required, you will be informed of the law. If you do not provide information requested, you may not be able to determine your eligibility for services, and in some cases, providing you the services may be delayed.

Sharing Information:

The information you provide will be shared with other employees or agencies ONLY when programs require access. The information will also be shared under the following circumstances:

- To individuals, persons, agencies, institutions or organizations you authorize sharing via a valid consent for release of information;
- To court via a valid court order;
- To administer federal and state funds or programs;
- To appropriate law enforcement personnel who are acting in an investigation, prosecution, criminal or civil proceeding, and
- To appropriate parties in an emergency.

By law, some other government and contractor agencies have access to certain information about you if they provide a service to this agency which requires access to your records. The type of data released and to whom, depends upon the program effected. Details about how the information will be shared may be provided on the forms you will be asked to complete. Additional information is also available from the staff person assisting you.

You have the right to know and have access to information maintained about you and your child. You also have the right to have this information explained to you.

I have read this explanation of my privacy rights and understand the purposes of giving the information and who is authorized to use it.

Signature

Relationship to Applicant

Date