

DATA PRACTICES NOTICE

The Minnesota Data Practices Act, Minnesota Statutes Chapter 13, requires Central Lakes College to provide you with a **Data Practices Notice** (sometimes referred to as a **Tennessee Warning**) before requesting private information from you. Private information includes data such as your birth date, social security number and home phone/address. The Data Practices Act requires CLC to give you notice of the following:

1. Purpose for requesting data: CLC is requesting reference information in order to consider your application for employment. In the enclosed **Authorization for Release of Reference Information Form(s)** we ask that you complete the form and provide us with the name of an individual or individuals who can provide CLC with a job related reference about your prior work-related experience. We also request that you provide authorization for your references to release job-related information about you to CLC. Please note that some of the information that you provide on the form is considered private information about you under the Minnesota Data Practices Act. This includes your birth date, social security number, and home address. We will use this private information for identification purposed in the process of contacting your references and verifying your prior work history.
2. Requirements to provide requested information: You are not legally required to provide any of the information requested on the attached **Authorization for Release of Reference Information Form(s)**, or to provide your authorization to an individual to release the information. However your refusal to provide the information on the **Authorization for Release of Reference Information Form(s)**, or your refusal to provide your consent for your references to release information about you may result in a decision by CLC not to hire you.
3. Identity of those who will receive the data: CLC managers and supervisors and others involved in hiring decisions will receive the reference information provided by those individuals you list as a reference. Individuals you list as your reference providers will also receive private data such as your birth date, social security number, and home address.

Please note: If the reference you provide is in regard to a position you held at a Minnesota state agency, political subdivision or statewide system, some information requested may be classified as **public data** under the Minnesota Data Practices Act. In that case, a Minnesota state agency, political subdivision or statewide system must release **public information** about you to CLC, regardless of whether you provide consent.

I have read the above Data Practices Notice and have had the chance to clarify any concerns or questions I have. (Please sign below).

Applicant Name

Date

You have applied for a position with Central Lakes College. CLC policy encourages reference checks to be conducted prior to making an offer of employment to a job applicant.

Therefore, on the enclosed **Authorization for Release of Reference Information Form(s)**, we request that you provide us with permission to contact an individual or individuals who can provide CLC with a work-related reference for you. Your reference(s) ideally should include someone who has had an opportunity to review your work, such as a former or current supervisor or manager. However, you may also list someone you have done volunteer work for or a teacher or professor who has had an opportunity to review your class work. Do not list personal references. **Please note: You must fill out a separate Authorization for Release of Reference Information for each reference you list.**

The Minnesota Data Practices Act, Minnesota Statutes Chapter 13, requires CLC to provide you with a Data Practices Notice (sometimes referred to as a Tennessen Warning) before requesting private information from you. **This notice is provided on the back of this letter.** Please read the notice carefully and sign below it indicating that you have read and understood it. If you have any questions regarding the notice or the **Authorization for Release of Reference Information Form**, please do not hesitate to ask for clarification.