



3.2 Student Data Practices Policy and Procedure

Data Privacy Notice Regarding Student Admissions & Registration: Tennessean Warning

Central Lakes College is requesting that you provide information, which may include private information, as required by state and Federal law. Central Lakes College is requesting this private information to process your application for admission or your Limited Enrollment registration.

You are not legally required to provide the information Central Lakes College is requesting, and you may refuse to provide some or all of the information requested. However, Central Lakes may not be able to finalize your admission to or your registration at the College if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals in the Office of Records and Registration. However, federal and state law do authorize the release of private information without your consent to:

- Other school officials, including faculty within the College/University, who have legitimate educational interests in the information (financial aid, business office, disability services, veteran's affairs, etc.);
- other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- the federal Comptroller General or other federal, state, or local education officials for purposes of program compliance, audit, or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- The juvenile justice system, if you are a juvenile, and the information is necessary, before adjudication, to determine the juvenile justice system's ability to serve you.
- an alleged victim of sexual assault, if you are the alleged perpetrator of the assault, and the release is of the results of a disciplinary proceeding against you related to the alleged crime;
- a court, grand jury, or state or federal agency, if the information is sought with a subpoena;
- an institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction;
- an accrediting organization in connection with its accrediting functions;

- Appropriate persons in connection with an emergency, if necessary to protect your health or safety or the health or safety of others; if required by a court order, or permitted by other state or federal law.

Social Security Numbers:

Many colleges and universities use Social Security numbers for student identification purposes in student records. Providing your Social Security number is voluntary. If you do not give this number, your application will still be processed. This data is requested for purposes of administration, program evaluation, consumer data, and aligning your student record with your veteran's and/or financial aid records. Your number may also be used to create summary information about MinnState programs through data matches with other state agencies.

* This notice is required when collecting private data from an individual.

Minn. Stat. Sect. 13.04, Subd 2. This has sometimes been referred to as the "Tennessee Warning."

Date of Implementation/Presidential Approval: 06/01/2009

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