

Century Community and Technical College

5.25.0.1 Data Practices Policy and Procedure

Statement on Rights of Subjects of Government Data

Note: While the rights described in this statement generally apply to employees as subjects of government data, Century College has a separate, published policy specifically applicable to students and their educational data. Students who have questions about their educational data are referred to that policy.

Under the Minnesota Government Data Practices Act (MGDPA), individuals who are subjects of data collected or maintained about them by Century College have certain rights. This policy statement does not amend or supersede any rights you may have under your collective bargaining agreement or applicable personnel plan.

Right to know what data is kept about you and how it is classified. Upon request, you may be informed about what data Century College is keeping about you and how it is classified under the MGDPA. You have the right to see data about yourself that is classified as public or private. If Century maintains data about you that is classified as “confidential,” it will tell you, but you will not be allowed access to such data.

Century College may ask you to make your request in writing. There is no charge for simply viewing your data, but if you ask for copies, there may be charge pursuant to college policy.

Upon request, you will be informed of the content and meaning of public or private data that Century maintains about you.

Access to private data need not be given more often than every six (6) months unless a dispute about the data is pending or additional data is collected or created.

Access to your data will be given immediately, if reasonably feasible, or within ten (10) working days of your request.

Right to data notice (a.k.a. “Tennessee Warning”) when private or confidential data is collected from you. When Century College collects data from you that is classified by the MGDPA as private or confidential, you will usually have a right to be notified of the following:

- Why the data is being collected and how it is to be used;
- Whether you are legally required to provide the data and what the consequences are if you provide or do not provide the data;
- Who has the legal right to have access to the data (not specific names, but categories of persons or entities).

This notice does not need to be in writing.

Right to challenge the accuracy or completeness of data about you. If you think that data maintained by Century College about you is inaccurate or incomplete, you may file a data challenge to try to have the data changed.

Accurate means the data are reasonably correct and do not contain factual errors.

Complete means that the data describe the history of your contacts with Century College in a complete way.

This procedure is not a substitute for any grievance process available under your collective bargaining agreement or applicable personnel plan.

To make a data challenge, write to:

Student Records Susan Dickens, Registrar
Century College
3300 Century Avenue
White Bear Lake, MN 55110
s.dickens@century.mnscu.edu

Personnel Records Betty Mayer, Director of Human Resources
Century College
3300 Century Avenue
White Bear Lake, MN 55110
b.mayer@century.mnscu.edu

State clearly that you are making an accuracy or completeness challenge; identify the data you are challenging, and what you think should be done. Century will decide within thirty (30) days whether it agrees with your challenge. If it agrees, your data will be amended appropriately. If Century disagrees or believes that your request is to something other than the accuracy or completeness of the data, the challenge will be denied.

If your challenge is denied, you have the right to file an appeal with the Commissioner of the Minnesota Department of Administration. Your appeal must be in writing and filed within sixty (60) days of Century's decision.

If you believe that public or private data Century maintains about you is inaccurate or incomplete, you have the right to include a statement of disagreement with the data. If the disputed data is released to a third party, Century will include your statement of disagreement with the data.

If you have further questions about your rights as a data subject, contact the following responsible authority:

Student Records Susan Dickens, Registrar
Century College
3300 Century Avenue
White Bear Lake, MN 55110
s.dickens@century.mnscu.edu
651-779-3298

Personnel Records Betty Mayer, Director of Human Resources
Century College
3300 Century Avenue
White Bear Lake, MN 55110
b.mayer@century.mnscu.edu
651-779-5837

References:

Minnesota Statute §13

Minnesota Statute §12

Minnesota Statute §138

Date Proposed: August 26, 2004

Date Approved: November 22, 2004

Date Implemented: December 10, 2004

Date Revised:

**Authorization for the Release of Private
Personnel Data under the
Minnesota Government Data Practices Act**

To Whom It May Concern:

I, _____, hereby authorize Century College to release the personnel records described below about me to:

The specific records covered by this release are:

The person to whom the information may be released, and their representatives, may use this information for the following purposes:

I understand that the personnel data listed above includes data which is classified as private personnel data on me under Minnesota Statute §13.43. I understand that by signing this Informed Consent Form, I am authorizing Century College to release to the person(s) named and their representative's data which would otherwise be private and accessible only to me and to the department. I understand that without my informed consent, Century College could not release that data in my personnel files and records which is classified as private under Minnesota Statute §13.43.

I understand that when my personnel files and records are released to the person(s) named and their representatives, Century College has no control over the use the person(s) named or their representatives make of the data disclosed.

This consent expires upon completion of the above stated purpose or after one year, whichever comes first. However, if the above-described purpose is not fulfilled after one year, I may renew this consent.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Signature

Date



**AGREEMENT BY EMPLOYEE TO MAINTAIN CONFIDENTIALITY
AND PRIVACY OF RECORDS PERTAINING TO FACULTY, STAFF,
AND STUDENTS**

I, _____ (print name) understand that in my capacity as an employee at Century College, whether as a full-time, part-time, unlimited, temporary or emergency appointment, I may have access, for work-related purposes, to non-public records of faculty, staff, students and/or pertaining to Century College.

I agree to maintain the confidentiality and privacy of all non-public records during and after my period(s) of employment at Century College. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records, or make any unauthorized alterations to such records. I understand that any such disclosure or alteration may be grounds for termination, prohibition from future employment and/or for disciplinary action, including dismissal from Century College.

Signature of Employee

Date

Reference Request and Employee Authorization

I request _____ to serve as a reference for me for the purpose of obtaining employment.

The reference may be given in the following form(s):
(check one or both)

_____ Written

_____ Oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my job performance at Century College to:

_____ All prospective employers

_____ Specific employers (list below)

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date _____

Employee (please print) _____

Employee signature: _____

Date: _____