

Data Practices Notice to All Applicants

The Minnesota Data Practices Act requires that you be informed of the intended use of the information you provide to the City of North Branch during the application process or during employment.

Any information about yourself that you provide to the City of North Branch during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information given by an applicant is considered to be public information:

- ☞ Veteran's status
- ☞ Job history
- ☞ Education and training
- ☞ Relevant test scores
- ☞ Work availability

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for the position with the City of North Branch. If you are hired, the following additional data about you will be considered public information:

- ☞ Name
- ☞ City and county of residence
- ☞ Actual gross salary, salary range, and actual gross pension
- ☞ Value and nature of employer paid benefits
- ☞ Job title and job description
- ☞ Dates of your first and last employment
- ☞ Status of any written complaints or charges against you while you work for the City of North Branch and whether or not they resulted in disciplinary action.
- ☞ Work location and work telephone number
- ☞ Education and training background
- ☞ Honors and awards received
- ☞ Time sheets or other comparable data used for payroll purposes
- ☞ Previous work experience

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and those members of

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City staff needing it to process City records. In addition, the following persons or organizations are authorized by State and Federal law to received data if they so request:

- ☞ The Bureau of Census
- ☞ Federal, State, and County Auditors
- ☞ The State Department of Public Welfare
- ☞ The Department of Human Rights
- ☞ Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities
- ☞ Labor organizations and the Bureau of Mediation Services
- ☞ Data may also be made available through a court order.

I certify that I have read and understand the above "Data Practices Act Notice."

Signature of Applicant

Date