

PRIVACY NOTICE TO EMPLOYEES
(Tennessee Warning)

In accordance with the Minnesota Government Data Practices Act, _____, is required to inform you of your rights as they pertain to the information we collect about you. The information we collect from you is classified as either private (restricted access, but you can see it) or confidential (even you cannot see the data).

USES

The information we collect from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

LEGAL REQUIREMENTS

Information that you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Federal law, however, mandates agencies to require an individual to provide his/her social security number for tax administration based on section 1211 of the Tax Reform Act of 1976 and also Minnesota Statute, section 270.66.

CONSEQUENCES

If you do not provide the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, give you fringe benefits you may be entitled to. In addition you may not be able to transport clients in either private vehicles, which may be a requirement of the job.

SHARING INFORMATION

The information this organization collects from you may be routinely shared with the personnel office staff who require the information to do their jobs, accounting/payroll staff, insurance companies, the Internal Revenue Service, the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Furthermore, information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/Non-supporting Parents
2. Worker's Compensation
3. Unemployment Compensation
4. Child/Vulnerable Adult Abuse; Data Privacy; Rule 40
5. County or Private Social Service Agencies
6. The Department of Human Services
7. The Department of Health
8. State and Federal Taxing Agencies

The information on this form applies to your future contacts with this organization whether the contact is in person, by mail, or by phone.

I have read and fully understand the above Tennessee Warning.

Print Name Employee

Signature

____/____/____
Date