

Adopted: March 12, 2015

Revised:

HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 5.7.1

TENNESSEN WARNING

I. PURPOSE

It is the policy of the Board of HCIS that collection of personal or confidential data from employees or students be obtained in conformance with the requirements of the Minnesota Government Data Practices Act.

I. POLICY STATEMENT

Any individual collecting private or confidential data on behalf of HCIS will provide a Tennesen warning that complies with the sample warning to follow, unless applicable law provides an exception to the need to provide this warning.

Legal Reference: Minn. Stat. §13.04 subd. 2 (Tennesen Warning)

SAMPLE ON NEXT PAGE

[SAMPLE] TENNESSEN WARNING

TO:

DATE:

Dear _____, I have been asked by [entity] to conduct an investigation into circumstances related to _____.

I am required to advise you of the following:

- The purpose and intended use of the data, i.e., why [entity] is collecting the data from you, and how [entity] plans to use the data;
- Whether you are legally required to provide the data, or may refuse to do so;
- Any consequences known if you provide the asked for data;
- Any consequences known if you do not provide the asked-for data;
- The identities of other persons or outside entities known to [entity] that are authorized by law to have access to the data.

If the data is to be shared with an individual not included in this list, you will be asked to give separate permission to release that data.

The above information has been explained to me and I have been given an opportunity to ask questions:

Signed: _____

Date: _____