

**Tennessen Warning**

In accordance with the Minnesota Government Data Practices Act, Murray County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes § 13.01 to § 13.90 on Government Data Practices require that you be informed that the following information which you may be asked to provide on the Application for Employment is considered private data:

1. Name
2. Home address
3. Home telephone number
4. Social Security Number
5. Date of birth
6. Conviction record
7. Sex
8. Age group
9. Disability type
10. Income

We ask this information for the following reasons:

- To distinguish you from all the other applicants and identify you in our personnel files;
- To enable us to verify that you are the individual who makes the application;
- To enable us to contact you when additional information is required, send you notices and/or schedule you for interviews;
- To determine if you meet the minimum age requirements (if any);
- To conduct proper investigations if you are applying for a position;
- To determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;
- To enable us to ensure your rights to equal opportunity;
- To meet federal and state reporting requirements; and
- To make processing more efficient.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Murray County and the policies, rules and regulations promulgated pursuant thereto.

**FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP, INCOME, AND DISABILITY DATE IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUIRED INFORMATION WILL MEAN THAT YOUR APPLICATION MAY NOT BE CONSIDERED.**

Private date is available only to you and to other persons in the County Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application process, which is not designated in this notice as private data.

If you are hired by Murray County, you will be legally required to supply your Social Security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration, and will enable us to compute your salary deductions. Insurance data which you will be required to furnish in order to participate in County health and life insurance plans will be classified as private as will payroll deductions data.

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In accordance with Minnesota Statutes § 13.03 and § 13.04, I have been informed of and understand my rights as a subject of data.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date