



Citizen Academy
DATA PRACTICES RIGHTS ADVISORY
Tennessee Warning

As an applicant for the South St. Paul Police/West St. Paul Department's Citizen Academy, you are being asked to provide information about yourself which will be used in consideration of your application. The purpose of this request for information is to obtain information to permit the Police Department to make basic checks regarding the possible existence of a criminal record, outstanding warrants(s), or orders for protection. You are being requested to sign these documents and complete the information to be considered for participation in the citizen academy.

The information contained in the Citizen Academy Application and Citizen Academy Waiver of Claims and Release of Liability Agreement are required by the Police Department. You are not required to provide any information requested in these materials. However, if the requested information is not furnished, your application will not be processed and participation in the Citizen Academy will not be permitted.

The data you are being asked to provide is defined under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Under the Data Practices Act, some of this data is classified as public data, the remaining information classified as private or confidential. Private data is available only to you and city officials and agencies with a bona fide need to know such information to process and make a decision on the approval of your application. Public data is available to anyone requesting it and consists of all data furnished in the application process that is not designated private or confidential. The purpose and intended use of the information provided to the Police Department is to determine whether participation in the Citizen Academy should be approved.

If participation in the Citizen Academy is granted, most information supplied by the Citizen Academy applicant may become public.

The release for information that you have signed, and the data you provide, may be conveyed to third parties. To the extent that they reveal private information, they will be disclosed only to the extent that is necessary to perform the required process of this application.

I have read and understand the above information regarding my rights as a subject of government data.