

# YOUR PRIVACY RIGHTS

This sheet tells you about your rights under the Minnesota Government Data Practices Act. This Act protects your privacy, but also lets us give information about you to others if a law requires it and we tell you before we do it. This sheet tells why and when we will ask for and give information about you. It applies to all future contacts you have with this agency. Those contacts may be in person, by mail, or on the telephone.

## WHY DO WE ASK YOU FOR INFORMATION?

We may ask you for information so we can:

- Tell you from other persons by the same or similar name.
- Decide if you can get money or services from what or how much you and us can get.
- Help you get the medical, mental health, financial or social services.
- Collect money from the state or federal government for help we give you.
- Decide if you can pay for any help you get.
- Make reports, do research, audit and evaluate our programs.
- Investigate reports of people who may lie about the help they need.
- Decide about out-of-home care and in-home care for you or your children.
- Collect money from other agencies, like insurance companies, if they should pay for your care.
- Decide if you or your family needs protective services.

## DO YOU HAVE TO ANSWER THE QUESTIONS WE ASK?

Generally the law does not say you have to give us this information. Federal laws require that you give us your Social Security number if you want financial help or child support enforcement.

## WHAT WILL HAPPEN IF YOU DO NOT ANSWER THE QUESTIONS WE ASK?

We need information about you to tell if you can get help from any program. Without some information, we may not be able to help you. It may be that we can help you but the help may be late or not enough. Giving us wrong information on purpose may result in investigating and charging you with fraud.

## WHO MAY WE SHARE THE INFORMATION ABOUT YOU WITH?

We may give information about you to the following agencies, if they need it for investigations or to help you or help us help you. This does not mean we always share information about you with these people. It only says that there is a law that says we may share with these people sometimes. If you have questions about when we give these people information, ask your worker.

- Minnesota Department of Human Services.
- Other welfare offices, including child support enforcement office.
- Mental health centers.
- State hospitals or nursing homes.
- Ombudsman for mental health and mental retardation.
- Insurance company to check benefits you or your children may get.
- Hospital if you, a friend, or relative has an emergency and someone needs to be contacted.
- The Internal Revenue Service.
- County Welfare Boards.
- Minnesota Department of Public Safety.
- Collection Agencies, if you do not pay fees you owe to us for services.
- Anyone under contract with the Minnesota Department of Human Services or U.S. Department of Health and Human Services, or the county social service agency.
- U.S. Departments of Health and Human Services.
- U.S: Department of Labor and Minnesota Department of Labor and Industry.
- U.S. Department of Agriculture.

- Social Security Administration.
- Minnesota Department of Jobs and Training.
- Minnesota Department of Revenue, if you owe child support or a debt to medical assistance or to check income.
- Credit bureaus.
- Minnesota Department of Veteran Affairs.
- Minnesota Department of Human Rights.
- Others who may pay for your care.
- County attorney, attorney general or other law enforcement officials, if your case is referred for investigation or prosecution.
- Community food shelves or surplus food programs.
- State and federal auditors.
- Guardian.
- Minnesota Historical Society.
- Creditors, to tell them your wages cannot be garnished while you get financial help.
- School District.
- Local and state health departments.
- American Indian tribe, if your children are Indian and in need of out-of-home placement or you are in need of employment or training.
- Employees or volunteers of this agency who need the information to do their jobs.
- Child or adult protection teams.
- Multidisciplinary teams.

**YOU HAVE THE RIGHT TO COPIES OF INFORMATION WE HAVE ABOUT YOU.**

- You may ask if we have any information about you.
- If we have information about you, you may ask for copies. You may have to pay for the copies.
- You may give other people permission to see and have copies of private data about you.
- If the information is unclear, you may ask to have it explained to you.

**HOW DO YOU APPEAL IF YOU THINK INFORMATION IS NOT ACCURATE OR COMPLETE**

- Your objection must be in writing and be sent to the head of this agency. You must tell us why the information is not accurate or complete. You may send your own explanation of the facts you disagree with. Your explanation will be attached any time that information is shared with another agency. For more information on how to do this, ask your worker.
- If you disagree with our answer to your objection, you can appeal to the Department of Administration. Ask your worker how to do this.

**NOTE:** You cannot appeal to the Department of Administration about benefits denied to you. These are program appeals and must be made to the county human services agency.

**WHAT PRIVACY RIGHTS DO CHILDREN HAVE?**

If you are under 18, your parents may see data about you and authorize others to see this data, unless you have asked that this information not be shared with your parents. You must make this request in writing and say what data you want withheld and why. If the agency agrees with you that not sharing the data would be in your best interests, we will not share the data with your parents. If we don't agree with you, the data may be shared with your parents if they ask for it.

If you have any questions about the information on this form, ask your worker.

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| Client Signature | Date |
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