

21st Century Community Learning Center Data Privacy Notice

The State of Minnesota provides federal funds through the U.S. Department of Education's¹ 21st Century Community Learning Center (21st CCLC) grant program to organizations that provide out-of-school time programs for young people. 21st CCLC's must collect participant information and track their participation in programs and activities. Collecting this information is part of a larger effort to improve the understanding of effective programs and activities, and to improve the quality and availability of programs that support young people and their families in Minnesota.

What personal information will be collected about your child?

- Their out-of-school time program participation data, including number of days of attendance;
- Their demographic information such as race/ethnicity and age, which will be used by the Minnesota Department of Education to link with other student data like school attendance and test scores; and
- Responses to surveys about their experiences in the programs and activities. These surveys are given 1-2 times per year to only some of 21st CCLC program students

Who can see the personal information that is collected?

Access to private information about your child will be strictly limited and protected. Some of the people who may have access include:

- Staff in the program that provides activities for your child so they can provide better programs;
- Healthy Community Initiative staff who help with data tracking and grant reporting;
- Auditors or those who have a legal right to review the work of this program;
- Minnesota Department of Education staff who use the information to understand how programs are working and write reports: private (identifiable) information about you or your child will never appear in reports; and
- Others may see information if it is required by law (such as a court order or warrant) to release it.

All organizations listed above agree not to let any other organization access the information we collect without parent/guardian or student consent.

What are your rights related to the data collected for 21st CCLC?

- **If you do not want your child's data to be included in 21st CCLC program reports, please tell our staff, sign this form below, and send it to <ADD SCHOOL>.** Your child is still able to come to the program even if you sign this form to not allow data collection.
- You have the right to obtain a copy of the information that is collected and kept about your child.
- You have the right to correct any mistakes in the information about your child.
- If you think you or your child's privacy rights have been violated, you have the right to file a complaint with this program or the Minnesota Department of Education: ATTN: Data Practices Compliance Officer, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113

If you do *not* want your child's information to be collected and/or used in measurement or reports related to out-of-school time programs, please sign below.

Student name (please print): _____ Student Date of Birth: _____

Signature (of parent or guardian if student is under 18): _____ Date _____