

Personnel

Public and Private Personnel Data

I. Purpose

This policy provides guidance to school district employees as to the treatment of data the district collects and maintains regarding its employees.

II. General Statement of Policy

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, is accessible to the public pursuant to the procedures established by the district.
- B. All other data on individuals is private or confidential.
- C. Employees may release private data about themselves through the use of the Employee Authorization to Release Private Personnel Data.

III. Definitions

- A. "Public" data means the data is available to anyone who requests it.
- B. "Private" data means the data is available to the subject of the data and to district employees who need it to conduct district business.
- C. "Confidential" data means the data is not available to the subject of the data.
- D. "Personnel data" means government data on individuals maintained because they are or were district employees, applicants for employment or district advisory board/committees, or district volunteers or independent contractors.

IV. Public Personnel Data

- A. In general, the following information on employees, including volunteers and independent contractors, is public: (1) personal information (i.e. name, education and training background, previous work experience); (2) compensation information (e.g. actual gross salary, salary range, terms and condition of employment, payroll time sheets); and (3) work and performance information (e.g. job title, job description, work location, work phone number, existence and status of any complaints against the employees).
- B. Applicants for employment

With respect to employment applicants, the following information is public information: (1) finalist's names; (2) veteran status; (3) relevant test scores; (4)

rank on eligible list; (5) job history; (6) education and training; and (7) work availability.

V. Private Personnel Data

- A. Except as provided in state law, all other personnel data are private data and will only be shared with district employees who has a legitimate business interest in the information. . Private data will not be otherwise released unless authorized by law or by the employee’s informed written consent.
- B. Personnel data may be provided to labor organizations to the extent the district determines it is necessary for the labor organization to conduct its business or when authorized by the commissioner of the bureau of mediation services.

VI. Responsible Authority

The district has designated the director of human resources as the authority responsible for personnel data.

VII. Employee Authorization/Release Form

An employee authorization form is included as an appendix to this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation Data)
- Minn. Stat. § 13.43 (Personnel Data)
- Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
- Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
- Minn. Stat. § 122A.40, Subds 13 and 16 (Employment; Contracts; Termination)
- Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

Cross References:

- Policy 206 (Public Hearings and Public Participation in School Board Meetings, Data Privacy Considerations)
- Policy 515 (Protection and Privacy of Student Records)

Policy

- adopted: 9/22/08
- revised: 5/28/13
- revised: 6/13/16
- revised: 12/14/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 406

CONSENT TO RELEASE DATA, INFORMED CONSENT

Request from an Individual Employee to release private employment data

By completing this form, the employee requests that the school district releases the employee's private personnel data to an outside entity or person. In general, the school district does not have statutory authority to release the data, unless must get the employee/s's written informed consent.

If you have any questions about the information on or purpose of this form, or would like more explanation, please contact the Human Resources Department before you sign it.

I, _____, give my permission for Edina Public
[employee's name]

Schools to release data about me to _____ as
[name of other entity or person]
described on this form.

Private Data Requested to be Released: _____

Private Data Not to be Released: _____

Specific purpose for which the entity or person can use the provided data:

Date of expiration of this consent: _____

By my signature below, I recognize that although the data are classified as private for Edina Public Schools, the classification/treatment of the data may not be considered private to the entity or person to which the information is being released. I understand that this consent will expire one year from the date of the signature below, although I can revoke this consent at any time. This release is full and sufficient authorization pursuant to Minn. Stat. § 13.05 and Minn. R. 1205.1400.

Employee's signature _____ Date _____