

## **Data Privacy (Tennessee) Notice Employees**

Lakes International Language Academy is asking you to provide information which includes private information under the Minnesota Government Data Practices Act (MGDPA). Lakes International Language Academy is asking for this private information so that Lakes International Language Academy can establish a personnel file regarding your employment with Lakes International Language Academy and process the information required to generate payroll documents.

This information will be used to make hiring decisions, assist in future performance evaluations, make decisions regarding your continuing employment, record your employment history with Lakes International Language Academy, and fulfill state and federal reporting requirements.

You are not legally required to provide the information Lakes International Language Academy is requesting and you may refuse to provide some or all of the information requested. However, Lakes International Language Academy may not be able to process your employment documents, including payroll information, if you do not provide sufficient information. Failure to provide certain information could result in not being hired or termination of your employment.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals whose jobs reasonably require access to this information. However, state and federal law authorize release of private information without your consent:

- to the Commissioner of the Department of Employee Relations (Minn. Stat. chapter 43A);
- to labor organizations to the extent necessary to conduct elections, notify employees of fair share fee assessments, and implement state law governing labor relations (Minn. Stat § 13.43);
- drug-test results may be used in an arbitration proceeding, an administrative hearing, or disclosed to the federal government as required by federal law or federal government contract; or to a substance abuse treatment facility. [Note: drug test results may not be used as evidence in a criminal action.] (Minn. Stat. § 181.954);
- to state and federal revenue authorities for tax purposes;
- to child support enforcement authorities in this or another state (Minn. Stat. §256.978);

- if required by a court order, or authorized by other state or federal law.