

**CITY OF EAGAN
DATA PRACTICES ADVISORY FOR
PROTECTED INFORMATION FORM
VOLUNTEERS**

READ THIS ADVISORY BEFORE COMPLETING THIS FORM:

The Minnesota Government Data Practices Act requires you to be informed that the following information which you have been asked to provide on the attached form is considered private data:

1. Your full name.
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names.
3. Your date of birth.
4. Your sex.
5. Your criminal history data maintained by agencies, political subdivisions and state-wide systems.

The purpose and intended use of this data is to conduct the background inquiries which this City uses to establish your eligibility to serve as a volunteer for a Parks & Recreation program in order to protect children who may interact with the volunteer. Although you may not be directly interacting with children, the potential exists. Therefore, though the City is under no obligation to do so, it is conducting background checks in order to protect children. The specific use for each category of data is described below:

1. To conduct a thorough and complete criminal history and background check, all names by which an applicant is or has been known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth, and sex must be supplied.
4. A complete criminal history and driver's license check are conducted to determine whether there are any program-related factors which affect your suitability to serve as a volunteer. Driver's license checks only affect those positions which require that the volunteer drive during the program.

This data will be used solely for the above mentioned purposes. This data will not be made available to the City's volunteer coordinator unless a criminal conviction record is discovered. In that case, information gained by use of previous names, date of birth, or race, will be forwarded to the volunteer coordinator without reference to date of birth, age or race.

The existence of a criminal conviction record will not automatically disqualify you from volunteering with the City, though certain types of criminal convictions may prohibit you from working in certain positions. Your rights under Minnesota Statute Chapter 299C.62, Sub 3, are:

- (1) The right to be informed that the City will request a background check on the applicant for purposes of the applicant becoming a volunteer with the City and to determine whether the applicant has been convicted of any crime set forth under the Child Protection Background Check Act; i.e., child abuse, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct and prostitution-related crimes;
- (2) The right to be informed by the City of the response to the background check and to obtain from the City a copy of the background check report;
- (3) The right to obtain any record that forms a basis for the report;
- (4) The right to challenge the accuracy and completeness of any information contained in the report or record pursuant to the Government Data Practices Act;
- (5) The right to be informed by the City if the application has been denied because of the background check; and
- (6) The right not to be required directly or indirectly to pay the cost of the background check.

You are not legally required to provide the requested information. However, if you do not, the City will be unable to conduct the required background inquiries and will not be able to process your application and the City will not be able to consider you as a volunteer.

I have read and understand the information stated above.

Signature

Date

PLEASE FILL OUT BOTH SIDES OF THIS FORM COMPLETELY

