

# RIGHT TO REVIEW PERSONNEL RECORDS

## DATA PRIVACY

Employees of the school district have a right to know what kind of data is maintained on them, a right to contest the accuracy of the data, and a right of notice when the district collects such data. An individual asked to supply “private” or “confidential” data will be told: the purpose of the data, whether the individual is legally required to supply the data, the consequences of the individual supplying or refusing to supply the data, and identification of other persons or entities authorized by state or federal law to receive the data. Since the school district is a governmental unit, much of the information collected is considered public data and is available to the general public.

The following data is considered public and available to anyone who requests the information: name, actual gross salary, salary range, contract fees, actual gross pension, the basis for and amount of any added remuneration experience, data of first and last employment, status of any complaints or charges against an employee, whether or not the complaint or charge resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation, work location, work telephone number, honors and awards received, data which accounts for the individual’s work time, payroll timesheets or other comparable data that are only used to account for employee’s work time for payroll purposes—except to the extent that the release would reveal the employee’s reasons for the use of sick or medical leave, city and county of residence.

An employee has the right to: see and review all public and private data about himself or herself; receive copies of all public and private data about himself or herself; and contest the accuracy or completeness of public or private data maintained about him or her. Contact the Office of Human Resources for further information.

## PERSONNEL FILE

Each employee shall have only one (1) personnel file, maintained in the Office of Human Resources. Upon request, an employee shall be informed of the contents and meaning of their personnel file or shown the file without charge. An employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the employee per district policy. Employees may contact the Office of Human Resources to make arrangements to review their personnel file.

## PERSONAL DATA CHANGES

Employees are responsible for keeping personal data up to date. Any changes to personal data, such as a change in address or telephone number, should be communicated to the Human Resource Office.

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The *Minnesota Personnel Record Review and Access Act*, effective January 1, 2008, requires that all new employees be notified of their right to review their personnel file. To guide new employees in this process, we have listed your rights below as defined under this law:

1. You have the right, upon written request, to review your personnel records, as defined by the Act.
2. You have a right, after the review, to make a written request for a copy of those records. A fee may be charged for these copies per District Policy. Any fees charged are the responsibility of the person requesting the copy.
3. You have a right to dispute information contained in those records.
4. You have a right to obtain a copy of the procedures for resolving disputes about the content of those records.
5. You have a right not to be retaliated against for asserting these rights.
6. The remedies available under the Act for violations of the above rights, including the right to compel compliance, the right to recover actual damages plus costs, and, in cases of retaliation for asserting one’s rights, the right to recover back pay, reinstatement, other make-whole and equitable relief, and attorney fees.