MINNESOTA STATE UNIVERSITY MOORHEAD

**INFORMED CONSENT TO THE RELEASE OF PRIVATE**

**PERSONNEL DATA UNDER THE MINNESOTA GOVERNMENT**

# DATA PRACTICES ACT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_authorize a

 (Name) (Address)

representative of the Human Resources office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to release personnel data about me which is identified below to:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (Organization) (Address)

The specific data covered by this release is:

* Personnel file information specific to State of Minnesota employment

with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Performance evaluations and position descriptions
* Disciplinary actions
* Any settlement agreements related to prior discipline

 The person(s) named and their representatives may use this information for the following purposes:

-Assist in the decision making process regarding my application for employment at Minnesota State University, Moorhead.

 I understand that the personnel data listed above includes data which is classified as private personnel data on me under Minn. Stat. § 13.43. I understand that by signing this Informed Consent Form, I am authorizing the department to release to the person(s) named and their representative’s data which would otherwise be private and accessible only to me and to the department.

I understand that without my informed consent, the department could not release that data in my personnel files and records which is classified as private under Minn. State. § 13.43.

 I understand that when my personnel files and records are released to the person(s) named and their representatives, the department has no control over the use the person(s) named or their representatives make of the data disclosed.

 This consent expires upon completion of the above stated purpose or after one year, whichever comes first. However, if the above described purpose is not fulfilled after one year, I may renew this consent.

 I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Dated: Signed:

 Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_