

Family Child Care, Family Foster Care, and Community Resident Settings
License Applicant Privacy Rights

The Minnesota Government Data Practices Act protects the rights of the people government agencies keep information about. It protects the privacy of sensitive documents. It also provides for the release of information, which the public has the right to know. As an applicant for family childcare license or family foster care, this law applies to the information you give this agency.

EXAMPLES:

Public Data:

Some of the information we collect about you is public such as your name, address, number of persons you are licensed to provide for, your telephone number, etc. This data is public to allow individuals who are looking for childcare or foster care to contact you and to make choices about whether they want to place their family member in your home.

Private or Nonpublic Data:

Some information we maintain about you is private or nonpublic. That means that you will be able to see it but it will not be available to the public. This information includes any financial information you give us such as names and locations of bank accounts, insurance information, and your Social Security number. It also includes personal data on other members of your family who may not be involved in your licensed operation. It includes the results of any medical or psychiatric examination you or members of your family are required to take in order to be licensed. It includes reports from the Bureau of Criminal Apprehension or other law enforcement agency regarding any criminal history. Sometimes your name and address can be withheld if you provide care for someone whose location needs to be protected.

Confidential or Protected Nonpublic Data:

Some information may be withheld from you. This information may involve investigations if you or a family member are investigated for a violation of a rule or statute. It includes the names of reporters of child and vulnerable adult abuse. Some of this information will be available to you when the investigation becomes inactive or when the information is presented to a court or hearing judge.

PURPOSE:

The information we ask you to provide will be used to:

1. Identify you from other applicants;
2. Determine if you meet license standards;
3. Investigate violations of rules or statutes;
4. Develop statistics and evaluate programs.

REQUIREMENTS AND CONSEQUENCES OF PROVIDING INFORMATION:

Authority for licensing childcare and foster care providers is found in Minnesota Statutes Chapter 245A. Minnesota Rule 2 tells how to obtain a family childcare license and Rules 1 and 203 tell how to obtain a family foster care license. If you do not provide the information required, we may be unable to give you a license. If you already have a license, failure to provide the information may result in negative licensing action.

SHARING:

The information we have about you may be shared with employees of this agency who need the information to do their jobs. Information may be shared with other agencies of the welfare system if you move and apply to be licensed by another agency or if required to provide services to a particular client. The agencies of the welfare system are:

- The Minnesota Department of Human Services
- County welfare agencies
- Human services boards
- State hospitals and nursing homes
- Community mental health centers
- Ombudsman for mental health or mental retardation
- Other agencies under contract to the extent of the contract

The law provides that the following agencies or individuals may see and have copies of the data:

- Parents, guardians, or other persons acting as parents or guardians if the law requires it
- Law enforcement officers, county attorney, or other agents of the system who are investigating a licensed program
- Minnesota Department of Health to report communicable diseases

OTHER RIGHTS:

- You have the right to know if we have information about you;
- You have the right to see all public, private, and nonpublic information about you that we keep. This includes the right to authorize other persons to see or have copies of it if you sign a consent for the release of information;
- You have the right to have information explained to you;
- You have the right to have copies of the data you can see. You may have to pay for the cost of the copies;
- You have the right to challenge the accuracy and completeness of any private information we have about you. If you want to challenge any information, write to the director of this licensing agency;
- You have the right to insert your own explanation of anything you object to in your records.

This notice applies to all current and future contacts you have with this agency whether those contacts are in person, over the telephone, or by mail.

I have read my rights and understand them.

Signature of Applicant

Date

Signature of Co-Applicant

Date