



West Central MN Communities Action, Inc.
Head Start
YOUR PRIVACY RIGHTS
Please keep this information for your records



This page tells you about your rights and responsibilities and how the information from your Head Start Application is used. Please read it and save it with your records.

The MN Data Practices Act requires that whenever we ask you to provide us with private or confidential information about yourself you be told:

1. The purpose and intended use of the data within this agency;
2. The legal requirements, if any, of providing information;
3. The consequences of providing or refusing to provide the information requested; and
4. The identity of other persons or agencies authorized by statute to receive the information.

Why do we need this information?

The data we collect from you may be used to:

- Identify you from other individuals or clients;
- Determine your eligibility for aids or services provided by this agency;
- Provide effective services;
- Establish the amount of program aid for which you are eligible;
- Prepare statistical reports and evaluations;
- Conduct program and financial audits;
- Collect reimbursement from other agencies or individuals or liable third parties, including health insurance carriers for the services or assistance we provide you.

What are the legal requirements?

In most cases, you are not legally required to provide the information requested. If you are legally required to supply the information requested, you will be informed of the law which requires it.

What happens if you do not provide the needed information?

If you do not provide the information requested, we may not be able to determine your eligibility for the services. In some cases, giving you the aids or services will be delayed or otherwise hindered if you refuse to provide the information.

Who else sees this information?

The information you provide will be shared with other employees or agents only when it is necessary to be shared for the administration and management of the program. The information will also be shared under the following circumstances:

- To individuals or agencies you authorize sharing via signing a valid consent for release of information;
- To a court via a valid court order.
- To administer federal funds or programs.

We may share this information with State and local human services agencies; community based organizations; local and state public and private human service agencies; the Minnesota Department of Education; the United States Department of Labor; and the United States Department of Health and Human Services; and state and local educational programs, as allowed by law.

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Other rights you have are:

- You have the right to know what information is maintained about you.
- You have the right to view all public and private information about you maintained by this agency. This includes the right for you to authorize other persons or agencies to view it.
- You have the right to have data to which you have access explained to you.
- You have the right to request copies of the information to which you have access. You may, however, be required to pay for the cost of those copies. You have the right to challenge the accuracy or completeness of any private information in your records. If you want to challenge any information, write to the responsible authority of the agency which has your records. You may also talk to the person at this agency who works with you. Your challenge will be answered in 30 days. Your challenge should be addressed to:

Valerie Arnquist, Head Start Director
WEST CENTRAL MINNESOTA COMMUNITIES ACTION, INC.
411 Industrial Park Blvd.
Elbow Lake, MN 56531-0956
218-685-4486 or 1-800-492-4805
Serving Grant, Pope, Stevens, Douglas, and Traverse Counties

- You have the right to insert your own explanation of anything you object to in your records. That explanation will be attached any time that information is shared with another agency.
- You have the right to appeal decisions made by the responsible authority about the accuracy of completeness of your records. To file an appeal, write to:

Commissioner of Administration
Data Privacy Office
State of Minnesota
50 Sherburne Ave
St. Paul, MN 55155