



## **Minnesota Government Data Practices Act Letter to Volunteers**

Dear Volunteer:

The Minneapolis Public Schools welcome and appreciate the services you offer as a volunteer. In your role, you will have access to data or information on students that is classified as “private” under the Minnesota Data Practices Act.

The purpose of this letter is to remind you that the information you will obtain through working with students is private and that you are responsible to treat this information as such. You should not discuss information about a student with anyone other than the student’s teacher.

Violation of a student’s data privacy rights can subject the school district to liability and, if the release of information is intentional, constitutes a misdemeanor. If you violate this policy you can be terminated from your volunteer position.

Please read and sign the paragraph below and give a copy to the classroom teacher for whom you are volunteering.

Thank you for volunteering in our schools. Your efforts are much needed and appreciated.

Sincerely,

By signing this I acknowledge that I have read and that I understand the foregoing information provided to me regarding the private nature of student educational data. I agree to treat the data as private and I will not disclose it to anyone other than those persons set forth above. I understand this information is given to me in my role as a classroom volunteer and I will use it only to perform these services for the School District. If I have any questions about the treatment or classification of any data, I will contact the teacher or Volunteer Program Coordinator.

**Signature:**

**Date:**

