

## MINNESOTA DATA PRACTICES ACT

### *What We Believe:*

- It is our legal and moral duty to protect the privacy of our students.

- Westwood Elementary School needs and appreciates the services you offer as a volunteer. Please recognize that the information you obtain while working with students is classified as “private” under the Minnesota Data Practices Act and you are required to treat this information as such.
- For example, information regarding a student’s participation in Title 1 programs, free or reduced meal status, family status, and testing scores are all deemed confidential. You should not discuss this information with anyone other than the involved district personnel.
- 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.
- As part of your orientation you will receive Volunteer Guidelines/Information and be asked to read and sign the paragraph below.

*“By signing this I acknowledge that I have read and 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 that this information is given to me in my role as a classroom volunteer and I will only use it to perform these services for the school. If I have any questions about the treatment or classification of any data I will contact the **teacher, Panther Partners Coordinator, or Principal.**”*

*Signed:*

*Date:*

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