

## **DATA PRIVACY ADVISORY**

The Minnesota Government Data Practices Act (Minnesota Statutes Section 13.04, Subdivision 2) requires that when you are requested to provide private or confidential data about yourself, you are to be informed of: (i) The purpose and intended use of the requested information; (2) Whether you may refuse or are legally required to supply the information; (3) Any known consequences to you of providing the information or refusing to provide the information; and (4) The identity of other persons or agencies authorized by state or federal law to secure the information.

In accordance with the Minnesota Government Data Practices Act, the City of Elko New Market advises you of the following:

1. The information requested of you is intended to be used for an investigation of a complaint made by you. This investigation concerns possible violations of the City of Elko New Market ordinance, regulations, or policies, as well as possible violations of federal and/or state law.
2. You are not legally required to provide any of the information requested. You may refuse entirely to make a citizen complaint.
3. The information provided by you will be used to investigate the complaint made by you.
4. The information you provide may be accessible to the following persons or entities:
  - a. You and persons who have your express written consent may receive the information.
  - b. City of Elko New Market officials and staff members whose jobs require them to have access to this information to investigate the complaint or to interpret law and department regulations. These City officials include, but are not limited to: City Councilmembers, the City Attorney, City Engineer, City Administrator and their designees.
  - c. Witnesses, including any expert witnesses or consultants, who need to review or evaluate the materials to be able to advise the City of Elko New Market or to testify in any hearing, arbitration, or court proceeding.
  - d. Persons, organizations, and governmental agencies other than the City of Elko New Market may receive the data you supply if they have the statutory or judicial authority to gain access. These include, but are not limited to:
    - (i) Law Enforcement Agencies. The information you provide may be made available to a law enforcement agency or prosecuting authority for the purpose of initiating or furthering a criminal investigation.
    - (ii) Contracting Parties. If a contract between the City of Elko New Market and any person or entity requires access to the information you provide, such information will be available to these parties.
    - (iii) Change in Classification of Data. The information you provide may be made available to other persons or entities of changes in state or federal law subsequently authorize such access or if the Minnesota Department of Administration approves new or different uses for the information you have provided.
    - (iv) Court Order. The information you provide will be made available to any person or entity authorized by an order of a court to have access to such information.