

## **DCTC Policy 4.33 Collection, Storage and Dissemination of Personnel Data**

### **Part 1. Policy Statement.**

These guidelines and policy adopted by Dakota County Technical College are directed toward retaining the privacy of the individual while utilizing data to assist the college to plan and implement programs as required by the federal, state and local governmental agencies. Every effort to keep the files secure and free of misuse will be made by all staff persons.

All data on individuals is under the jurisdiction of the responsible authority or designee. A master file on each employee will be housed in the Human Resources Office.

Data can be collected and stored by mechanical and/or manual methods and may be used for research when the individual is not identifiable.

Guidelines and policy for collecting, storing and disseminating personnel data are as follows:

1. Dakota County Technical College will only request and compile data as appropriate for the planning and implementation of programs and proper supervision.
2. Files will be categorized as follows:
  - A. Confidential - files housed in the Human Resources Office or Health Services Office that contain confidential data and are not available for review by the data subject.
  - B. Private - files which are open to the individual upon request and to administration and others within the college with a legitimate purpose and which contain data which is not available to the public.
  - C. Public - files containing data which includes public Board action and which are available to the general public pursuant to M.S.A. §13.43 upon request to the President's Office.

These include: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; job title; job description; education and training background; previous work experience; date of first and last employment; work location; work telephone number; and other public data as defined by law which data shall be released to the public upon request.

3. All public files may be requested from the President or designee by a request to the Human Resources Secretary. State or federal law releases non-public files only by court order, by Minnesota Department of Human Rights subpoena, or as required.

4. Files will be kept under lock and are available to the individual data subject for review upon receipt of Record of Inspection. The Record of Inspection will note the person requesting to review the file and date of inspection. This record will be stored in the individual's file.

5. An individual shall have the right to contest the accuracy or completeness of data about him/her. If contested, the individual shall notify in writing the responsible authority describing the nature of the disagreement if the data is found to be inaccurate or incomplete. The responsible authority shall within 30 days correct the data and attempt to notify past recipients of the inaccurate or incomplete data, or notify the individual of disagreement. The determination of the responsible authority is appealable in accordance with Minnesota Statutes, Chapter 13. Data in dispute shall not be disclosed except under conditions of demonstrated need and then only if the individual statement of disagreement is included with the disclosed data. If this appeal does not pertain to information that will be permanently stored, the appeal will be purged at the time the contested information is purged.

6. All requests for examination of records shall be approved by designees of the president.

7. Files will be purged of unnecessary information under the supervision of the president or designee as necessary and as consistent with state and federal law.

8. Permanent personnel records will include the original application, fiscal data, termination data and other appropriate data.

9. A written request is required before Dakota County Technical College will release any personnel information to any member of the public. However, information about first and last dates of employment or verification of present employment shall be given upon oral request.

10. This document supersedes all previous documents relating to the above. Dakota County Technical College administration shall develop procedures to implement the above policy.

**Part 2. Definitions.** (if any, otherwise remove this section)

At end:

**Related Documents:**

- DCTC Procedure <# - Name>
- State & Minnesota State Policies and Procedures
- Federal & State Laws and Regulations
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**Responsible Administrator:** <Administrator's Title>

**Policy History:**

Date of Adoption: 02/01/1996

Last Revision Date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

**Date and Subject of Revisions:**

05/30/2017 - Updated title and history and changed MNSCU reference to Minnesota State