

Adopted: August 14, 2014

Revised: _____

**COMMUNITY OF PEACE ACADEMY POLICY No. 5.7.1
TENNESSEN WARNING**

I. PURPOSE

It is the policy of the Board of Community of Peace Academy that collection of personal or confidential data from employees or students be obtained in conformance with the requirements of the Minnesota Government Data Practices Act.

II. POLICY STATEMENT

Any individual collecting private or confidential data on behalf of Community of Peace Academy will provide a Tennesen warning that complies with the sample warning to follow, unless applicable law provides an exception to the need to provide this warning.

Legal Reference: Minn. Stat. §13.04 subd. 2 (Tennesen Warning)

SAMPLE ON NEXT PAGE

[SAMPLE] TENNESSEN WARNING

TO: _____ DATE: _____

Dear _____, I have been asked by Community of Peace Academy to conduct an investigation into circumstances related to _____.

I am required to advise you of the following:

- The purpose and intended use of the data, i.e., why Community of Peace Academy is collecting the data from you, and how Community of Peace Academy plans to use the data;
- Whether you are legally required to provide the data, or may refuse to do so;
- Any consequences known if you provide the asked for data;
- Any consequences known to if you do not provide the asked-for data;
- The identities of other persons or outside entities known to Community of Peace Academy that are authorized by law to have access to the data.

If the data is to be shared with an individual not included in this list, you will be asked to give separate permission to release that data.

The above information has been explained to me and I have been given an opportunity to ask questions:

Signed: _____ Date: _____