



## DATA PRACTICES ADVISORY – CITIZENS ACADEMY

### READ THIS ADVISORY BEFORE COMPLETING YOUR CITIZEN ACADEMY APPLICATION

The Minnesota Government Data Practices Act requires you be informed that the following information which you will be asked to provide in the Citizens Academy application is considered PRIVATE DATA:

Name, Date of Birth, Home Address, Phone Number(s), and Conviction Record

PRIVATE DATA is available only to you and to other persons in the agency or agency-related programs who have a bona fide need for the data.

PUBLIC DATA is available to anyone requesting it and consists of all data furnished in the Citizen Academy application process which is not designated in this advisory as private data.

The City of Plymouth is collecting this information for the following purposes and intended use:

- To distinguish you from all other Citizens Academy applicants
- To enable us to verify that you are the individual you claim to be
- To enable us to contact you when additional information is needed, or to mail or email you with notices
- To determine whether or not you have a criminal or civil conviction record that may be a consideration affecting your suitability for the Citizens Academy
- To make the processing more efficient

**You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.**

READ THE STATEMENTS BELOW AND **SIGN ON THE APPROPRIATE LINE**

I have read and understand the above Data Practices Advisory and have agreed to provide the requested information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**OR**

I have read and understand the above Data Practices Advisory. I have elected NOT to provide part or all of the requested information. I understand that this may result in the denial of application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date