



## 2020-2021 Saint Paul Public Schools Data Privacy Notice

The State of Minnesota provides funding for the Saint Paul Public Schools Flipside After School Program to provide high quality academic support and learning activities for middle school students. Flipside records personal information about the students who attend the program to (1) track demographics and participation, and (2) evaluate the quality and effectiveness of the program, including the impact on a student’s social and academic skills. Collecting this information helps improve the quality and availability of programs that support youth and their families in Minnesota.

### What personal information will be collected?

- Demographic information, such as student id number, name, grade, birth date, school, race
- Program participation data, including number of days a student attends Flipside After school programs.
- Student responses to the Survey of Academic and Youth Outcomes (SAYO), which includes questions related to your child’s experience in the after school or summer program. Students will have the opportunity to opt out of participating in the survey, if desired. You can review the survey at [www.spps.org/flipside](http://www.spps.org/flipside).

### Who can see the personal information collected for research?

Access to private information (student id number, name, grade, birth date, school, race, program attendance) about your child will be strictly limited to prevent any unauthorized sharing of the information. The people and organizations who may have access include:

- Saint Paul Public Schools staff working within Flipside.  
Staff in the organizations that provide activities for your child. Organizations include **Augsburg College, Interfaith Action, JK Movement, Keane Sense of Rhythm, Saint Paul Parks and Recreation, Saint Paul Public Library, Saint Paul Urban Debate, Sanneh Foundation, Science Museum of Minnesota, St. Olaf College, University of Minnesota Urban 4-H, Voyageur Outward Bound.**
- Staff such as Auditors, who have a legal right to review the work of Saint Paul Public Schools.
- Thomaskelly Software Associates, LP and CitySpan Technologies, which provide software for tracking demographic and participation data for Flipside.
- Minnesota Department of Education, Johnstad & Associates and Wilder Research, which use the information to conduct research and write reports. **Private (identifiable) information about you or your child will never appear in reports.**
- Minnesota Department of Education, which tracks student academic data with student demographics.
- Others may see information if we are required by law to release it, such as in response to a court order or warrant.

### What are your rights related to the data collected for Flipside?

- You have the right to obtain a copy of the information that SPPS maintains about your child.
- You have the right to correct any mistakes in the information about your child.
- If you think your or your child’s privacy rights have been violated, you have the right to file a complaint with this organization or the Minnesota Department of Education (Data Practices Compliance Officer, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113).

**Sign and return to the Flipside Office at 1495 Rice Street, St. Paul, MN 55117 or send to [flipside@spps.org](mailto:flipside@spps.org), if you DO NOT want your child’s information to be collected and/or used in research and evaluation related to Afterschool program participation.**

Student First Name (please print): \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Student School for Fall 2019: \_\_\_\_\_ Student Grade for Fall 2019: \_\_\_\_\_

Student Lunch #: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_