

2017-2018 Saint Paul Public Schools Data Privacy Notice

The State of Minnesota provides funding for the Saint Paul Public Schools Flipside Afterschool Program to provide high quality programs for youth. Flipside records personal information about the students who attend their programs and activities in order to (1) track demographics and participation, and (2) conduct research and evaluation on the quality and effectiveness of activities, including their impacts on participants' social and academic skills. Collecting this information is part of a larger effort to improve the quality and availability of programs that support youth and their families in Minnesota.

What personal information will be collected?

- Students' demographic information, which will be used by the Minnesota Department of Education to link with student outcome data.
- Students' out-of-school time program participation data, including number of days of attendance.
- Students' 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 SAYO, if desired.

Who can see the personal information that is collected for research?

Access to private information about your child will be strictly limited and safeguards are in place to prevent any unauthorized disclosure of private information. Some of the people who may have access include:

- Staff in the organization that provides activities for your child, so they can provide high quality programs, this includes the following organization partners **JK Movement, Interfaith Action, Science Museum of Minnesota, Saint Paul Public Library.**
- Auditors or those who have a legal right to review the work of this organization.
- Wilder Research and Cityspan Technologies who administer the data for Sprockets.
- ThomasKelly Software Associates, LP who administer the data for Flipside
- Johnstad & Associates, who conduct program evaluation for Flipside.
- Minnesota Department of Education and Wilder Research staff who use the information to conduct research and write reports. **Private (identifiable) information about you or your child will never appear in reports.**
- Others may see information if it is required by law (such as a court order or warrant) to release it.

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

- **If you do not want your child's data to be included in Flipside research, please tell our staff and sign this form below.** This will NOT impact your child's participation in the program.
- You have the right to obtain a copy of the information that is maintained about your child.
- You have the right to correct any mistakes in the information about your child.
- If you think you 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).

Return ONLY if you do not want your child's information to be collected and/or used in research and evaluation related to out-of-school time programs, please sign below.

Participant name (please print): _____

Participant Date of Birth: _____

Signature (of parent or guardian if participant is under 18): _____

Date _____