

Effective: September 1, 1987

Revised: June 1, 1995, July 10, 1997, August 20, 2008, November, 2010

Access to Data in Accordance with Data Practices Act

POLICY:

It is the policy of the Saint Paul Human Resources Office to adhere to the current State laws covering data practices contained in Minnesota Statutes 13.34 and 13.43 for employment testing and selection of employees.

DEFINITIONS:

In addition to complying with the State and Federal Laws concerning data privacy, Office of Human Resources will continue to provide information to employees and potential candidates only to the extent that disclosure of data will not compromise the objectivity or fairness of the testing or examination process. Data is classified in one of three manners:

Public Data, either on individuals or not on individuals, is accessible to the public.

Private Data is not accessible to the public but is accessible to the subject of the data. Access to private data on individuals by parties other than the subject of the data is generally prohibited unless (a) the party is specially authorized by law; (b) the subject of the data has given his/her informed consent (M.S. 13.05 subd. 4d).

Confidential Data is not accessible to either the public or the subject of the data except in summary or statistical form (which does not reveal individual identities).

PROCEDURE:

The following is data collected on individuals involved in the selection process and the current policy on accessibility to that data:

1. Employment applications (current and former employees): This is considered private information which is only accessible to staff members involved in the selection process, appointing authority and the subject of the data.
2. Examination material: This is considered private or confidential data. We restrict the access of these items to review of the applicant's own test booklets and/or score sheet, plus a copy of the questions without the correct answers. We do not allow access of test material when disclosure would compromise the objectivity or fairness of the process. In April 1987 formal candidate exam review procedures were designed and implemented.
3. Applicant test records: This information is considered private and accessible only to staff working with applicant test records and the subject of the test records.
4. Requests for examination review: This is considered private data. The information presented to the office by the applicant is seen only by the examination staff, or by special subject matter experts who may be called in to make a judgment on the validity of the request.

5. Training and experience rating sheets: This is private data. As the subject of the data, candidates are able to review their own rating sheets.
6. Employee's veteran's preference application: This data is accessible by the public.
7. Applicant's veteran's preference application: This data is considered private until the applicant is certified for employment.
8. Eligible lists and examination records: This data is considered private, only accessible by staff working with eligible lists and exam records, and by department appointing officers directly involved in selection.
9. Fingerprint cards: This is considered private data and is only accessible to staff members involved in the selection process and Police Department staff for subject identification.
10. Residency Affidavit: Affidavit signed by applicant attesting to City residency is private data.
11. Employment correspondence: Correspondence with applicants for employment is private data.
12. Examiner's and panel member's names, phone numbers, and addresses are considered confidential data.
13. The names of people who passed or failed an exam is confidential data only accessible by staff members involved in the selection process.
14. Test result statistics: On a weekly basis the following information will be tabulated and posted for one month in the front office of the Human Resources Department: Name of test given, Number of candidates who took test, Number of people who passed and failed the exam, and the average score of the exam. These will be the only test results released to the public.
15. The following personnel data on current and former employees, volunteers and independent contractors of a state agency, statewide system or political subdivision and members of advisory boards or commissions is public data: name; actual gross salary; salary range; job title; job description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee; work location; a work telephone number; badge number; honors and rewards received; data which accounts for the individuals work time; veteran status; job history; and, city and county of residence. All other data is private.