

# Tennessen Warning Notice for the Central Certification (CERT) Program

## Background

In accordance with the [Minnesota Government Data Practices Act](#), the Central Certification (CERT) Program is required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (any one can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information).

As an applicant for CERT Certification, the data we collect and maintain about you is public according to Minnesota Statutes, section 13.01, subdivision 3. The data we collect is limited to that necessary for the administration and management of the CERT Program certification process. Persons or agencies with whom this information may be shared include:

1. CERT Program employees;
2. CERT Collaborative Executive Board members;
3. Anyone who submits a Public Data Request.

## Purpose and Intended Use

The information we request from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants and identify you in our files;
- To determine your eligibility for CERT certification;
- To compile Equal Opportunity and Affirmative Action reports.

## Requirements to Provide

You are not required to provide this information; however, without the information (CERT) will be unable to determine if you qualify for the CERT Program.

## Acknowledgement

I have read and understand the above information regarding my rights as a subject of government data.

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Date

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Signature