Letter template

Date

Inside address

Address

City, State Zip

Hello,

This letter confirms that, at your request, staff at the Minnesota Department of Employment and Economic Development (DEED) created an account over the phone on your behalf at minnesotaworks.net on 00/00/0000. During that telephone call, staff read you the Tennessen Warning Notice, which informed you of (a) the purpose and intended use of the requested data within the collecting state agency, political subdivision, or statewide system; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. You agreed that: (1) you understood the data privacy notice; (2) understood the information that you provided during registration was not an application, and would not be shared with employers; and (3) you were legally eligible to work in the United States. You then agreed to provide the information necessary to create an account.

Below is a written copy of the Tennessen Warning Notice, that was read to you over the phone during the registration process:

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| **MinnesotaWorks.Net Tennessen Warning Notice**  **How We Use Your Personal Information**  The Department of Employment and Economic Development (DEED) collects some personal information from MinnesotaWorks.net users because we are required to do so by the federal government. This information is NOT shared with employers.  You do not need to give us this information by law, but it helps us serve you better.  **Why do you need information about me?**  The information we collect is for our purposes only. We are required to collect this information and report it to the federal government. Some of the services you may receive are paid for by federal money. We are required to collect information about people using those services so we can report on our program outcomes.  We also use information you provide to determine if you are eligible for additional services. We may contact you directly to let you know about these additional services.  **What information are you asking for?**  We ask for your Social Security Number (SSN) so that we can identify you as a unique individual. We use your SSN to find wage data on you that helps us determine how well our services helped you.  We ask for demographics about you such as age, gender, ethnicity, race, veterans and disability status. This information may be used to evaluate our performance and to determine if you're eligible for special assistance.  We ask about your employment status, income, benefit usage, and ex-offender status to determine if you have barriers to employment that may indicate your need for additional services.  **Who has access to my information?**  The information we are asking you to provide about yourself is considered private data under Minnesota law. We will only share your data with DEED staff who need it to do their work, the federal agency that oversees these services, and other entities as required by law.  Your private information will NOT be provided to employers.  You can learn more about DEED’s data privacy policies online at https://mn.gov/deed/about/what-guides-us/data-practices/.  **What if I don’t want to provide you with information about myself?**  If you don't supply enough information to create a username and password for yourself, your ability to use MinnesotaWorks.net will be limited. A username and password allows for easy access to your job seeking and career management work during repeat visits.  **Some of the information you’re asking about me are questions that employers can’t ask on a job application or during an interview. Why are you asking for this information?**  The information you provide on the MinnesotaWorks registration screen is NOT used for job application purposes. Your information is NOT provided to employers.  We are asking for information about you because some of the services you may receive are paid for by federal money, and we are required to track information to report to the federal government. |
| **I have read the Data Privacy Notice; and**  **I understand this registration page is not a job application, and this registration information will not be shared with employers; and**  **I am legally eligible to work in the U.S.** |

Please contact us **immediately** if you have any concerns regarding the Tennessen Warning notice. You may access your account with your User Name and Password at this address: [www.minnesotaworks.net](http://www.minnesotaworks.net).

With this account, you can post your resume, search and apply for jobs, and register for available workshops at [www.careerforcemn.com](http://www.careerforcemn.com). Please note that if you did not use a valid email address when creating your minnesotaworks.net account, you will not receive confirmation for any workshops you register for.

Please let me know if there is anything else I can do to assist you in your job search.

Sincerely,

Signature of staff member