

1996 PRIVACY NOTICE TO EMPLOYEES/CONSUMERS

(Tennessee Warning)

In accordance with the Minnesota Government Data Practices Act, Heartland Industries, Inc., Hearth Residential Homes, Inc., Adult Life Programs and Montana Achievement Project (All listed companies will be collectively known as the "Company"), is required to inform you of your rights as they pertain to the information we collect about you. The information we collect from you is classified as either private, (restricted access but you can see it), or confidential (even you cannot see the data).

USES

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

- To distinguish you from all other applicants or employees and identify you in personnel files
- To determine eligibility for employment or promotion
- To comply with Foster Care Licensing requirements which includes health and background information
- To ensure motor vehicle registration and liability insurance on your own private vehicle when transporting consumers as part of the job
- To contact yourself or relatives in an emergency
- To account for wages paid and any related taxes
- To enroll you in any group insurance that you may be eligible for
- To file information required by Worker's Compensation that may provide you with benefits

LEGAL REQUIREMENTS

Information which you are asked to provide generally is not required by statute. However, it is generally in your benefit to provide. Federal law however mandates agencies to require an individual to provide his/her social security number for tax administration based on section 1221 of the Tax Reform Act of 1976 and also the Minnesota Statute section 270.66.

CONSEQUENCES

Without the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, give you fringe benefits you may be entitled to, or allow you to transport consumers in either private or agency vans which is a requirement of the job.

SHARING INFORMATION

You should know that information we collect from you may be routinely shared with the agency personnel office staff who require the information to do their jobs, agency accounting/payroll agency insurance companies, the Internal Revenue Service, the State Department of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Furthermore, the information may also be shared with other agencies authorized by law to receive specific data relating to:

- Absent/non-supporting parents,
- Worker's Compensation,
- Unemployment Compensation,
- Child/Vulnerable adult abuse, Data Privacy, Rule 40,
- County or Private Social Service Agencies,
- The Department of Human Services,
- The Department of Health,
- State and Federal Taxing Agencies.

The information on this form applies to your future contacts with this agency whether the contact is in person, by mail or by telephone.

I have read and fully understand the above Tennessee Warning.

Employee or Consumer/Legal Representative

Date