

**Workers' Compensation Program
Department of Administration
Information and Privacy Statement**

The Minnesota Government Data Practices Act (MN Statutes, Chapter 13) requires that you be informed of the following:

1. The data your agency or the Department of Administration collects from you, for the First Report of Injury, or during the course of investigating or managing your claim, is private data and will be collected for the purpose of assisting Admin in making an initial determination of whether your injury is work related; in determining any initial and continued eligibility to receive benefits; and in computing the amount of payment you may be entitled to receive, should it be determined that your injury is work related. The data is also collected for the purpose of reporting to the Department of Labor and Industry any injury which wholly or partly incapacitates an employee from performing labor or services for more than three calendar days. This report is required by law.
2. You are NOT legally required to provide this information to us. However, if you do not provide certain data to us, we may be unable to complete the investigation of your claim for benefits and determine eligibility for benefits. Your refusal to provide information may cause your claim to be denied, or if you are eligible for benefits, your payment may be delayed. If you provide data to us, it will assist us in making an appropriate determination of liability and benefit eligibility.
3. The information you provide will be available to:
 - those within your agency and the Department of Administration whose jobs reasonably require access, such as workers' compensation coordinators or claims management specialists;
 - your medical provider(s);
 - the state's managed care vendor, and other vendors providing services for Admin
 - the Workers' Compensation Reinsurance Association;
 - The Minnesota Department of Labor and Industry;
 - The Office of Administrative Hearings, Legislative Auditor, Attorney General's Office, Social Security Administration, applicable state retirement system, enforcement agencies with statutory authority to obtain the data, and any other person or entity authorized by law or court order.
4. You may review all the non-investigative claim information maintained by the Department of Administration, Workers' Compensation Program. There is no charge for reviewing this information; however, there is a small copy charge if you request copies.

I HAVE READ THE NOTICE REGARDING INFORMATION AND PRIVACY AS SET FORTH ABOVE.

Date

Signature

cc: Employee
Please have employee sign and return to Human Resources