

Policy #: 406
Title: Data Protection for Human Resource Systems
Date of Initial Approval: 12-22-2015
Revision/Re-authorization Dates: 02-18-2016
Reviewers: MSA Human Resources Office

I. PURPOSE AND GENERAL STATEMENT OF POLICY

Minnesota State Academies (MSA) is a state agency and is part of the executive branch of government in Minnesota; MSA follows the Data Protection Policy for Human Resources set forth by Minnesota Management and Budget.

The purpose of this policy is to ensure that non-public data contained in Human Resources Systems are accessible only to persons within the state agency whose work assignment and job duties reasonably require access to the data.

The State of Minnesota Data Protection policy and procedures can be found: https://mn.gov/mmb/assets/1429-dataprotectionhrsystemss_tcm1059-334111.pdf or in Appendix 406-A.

Appendix:

Appendix 406-A