



DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with West Milton State Bank, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, West Milton State Bank will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with West Milton State Bank.

The data which you are being asked to provide is defined as personnel data under the Minnesota Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with West Milton State Bank, is typically classified as public, private, or confidential.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected to be interviewed by West Milton State Bank. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; city and county of residence; actual gross salary; salary range; contract fees; job title and position description; value and nature of employer paid benefits, including the basis for and the amount of any compensation in addition to your salary including expense reimbursements; education and training background; previous work experience; date of first and last employment; work location; work telephone number; badge number; honors and awards received; actual gross pension; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final dispositions of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

All data concerning you, which is placed in your personnel files and which is not listed above, is private data. This private data will be available to you and to those members of West Milton State Bank staff needing it to process West Milton State Bank records. The information submitted with your application for employment with West Milton State Bank may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY.

APPLICANT'S SIGNATURE

DATE

PRINT NAME