

## Sprockets: Data Privacy Notice for Research

Sprockets is a collaboration between the City of Saint Paul, Saint Paul Public Schools, and community organizations that provide after-school and summer programs for youth. The organizations that participate in the Sprockets network record personal information about the individuals who attend their programs and activities in order to (1) track demographics and participation, and (2) conduct research and evaluation on the quality and effectiveness of activities, including their impacts on participants' social and academic skills. Collecting this information is part of a larger effort to improve the quality and availability of programs that support youth and their families in Saint Paul.

### Who can see the personal information that is collected for research?

Access to private information about your child will be strictly limited and safeguards are in place to prevent any unauthorized disclosure of private information. Some of the people who may have access include:

- People who work for the organization that provides activities for your child so that they can help provide better programs.
- Auditors or those who have a legal right to review the work of this organization.
- The organization (Wilder Research) and vendor (Cityspan Technologies) who administer the data for Sprockets.
- Wilder Research staff who use the information to conduct research and write reports. **Private (identifiable) information about you or your child will never appear in research reports.**
- Others may see information we maintain if we are required by law (such as a court order or warrant) to release it.

### What are your rights related to the data collected for Sprockets?

- **If you do not want your child's data to be included in Sprockets research, please tell our staff and sign a non-consent form.** This will NOT impact your child's participation in out-of-school-time programs.
- You have the right to obtain a copy of the information that is maintained about your child for research purposes.
- You have the right to correct any mistakes in the information about your child.
- If you think your or your child's privacy rights have been violated, you have the right to file a complaint with this organization or the Sprockets data administrator or researchers (Wilder Foundation in care of Privacy Officer, 451 Lexington Parkway North, St. Paul, MN 55104).