

## ***Equal Opportunity Is the LAW***

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, national origin, color, religion, sex, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA)/Workforce Innovation and Opportunity Act of 2014 (WIOA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA/WIOA Title I-financially assisted program or activity.

This recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA/WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

### **What to Do If You Believe You Have Experienced Discrimination**

If you think you have been subjected to discrimination under a WIA/WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

#### **Inquiries**

##### **Local Equal Opportunity (EO) Officer**

Becky Siekmeier  
Minnesota High Tech Association  
400 S. 4<sup>th</sup> Street, Suite 416  
Minneapolis, MN 55415  
952-230-4241 (Voice)  
952-230-4550 (FAX)  
[beckys@mhta.org](mailto:beckys@mhta.org)

#### **Inquiries**

##### **WIA/WIOA EO Officer**

Susan Tulashie, DEED  
Workforce Development Division  
1<sup>st</sup> National Bank Building, E200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
651-259-7586 (Voice)  
651-296-3900 (TTY)  
651-215-3842 (FAX)  
[Susan.Tulashie@state.mn.us](mailto:Susan.Tulashie@state.mn.us)

#### **Inquiries**

##### **State EO Officer**

Karen Lilledahl, DEED  
Diversity & Equal Opportunity  
1<sup>st</sup> National Bank Building, E200  
332 Minnesota Street  
St. Paul, MN 55101-1351  
651-259-7089 (Voice)  
651-296-3900 (TTY)  
651-297-5343 (FAX)  
[Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us)

- The Director, The Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210. Or Fax 202-693-6505 ATTENTION: Office of External Enforcement, Email: [CRCExternalComplaints@dol.gov](mailto:CRCExternalComplaints@dol.gov), Telephone: 202-693-6502, URL: [www.dol.gov/oasam/programs/crc/](http://www.dol.gov/oasam/programs/crc/)

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

This material is available in alternative formats for individuals with disabilities by calling 651-259-7094.

## How We Use Your Personal Information

A partnership sponsored by the Minnesota Department of Employment and Economic Development (DEED) and the

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| <b>Minnesota High Tech Association</b> |
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*Please read the Notice below and the Equal Opportunity is the Law Notice on the reverse side. When you finish reading, initial the final two statements, print your name, sign your name, and date the bottom of this form.*

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When you receive services from state or federally funded programs, we will ask you for information about yourself. The data we are asking you to provide about yourself is considered private data by [Minnesota Statute 13.47 subdivision 2](#). In order to collect and use this data we must tell you why we need the data, how we intend to use it, and any outcomes you may experience if you supply the information or not. You may refuse to supply any or all of this information. You are not legally required to provide information about yourself. However, if you do not supply sufficient information about yourself, it may limit our ability to provide services to you. Your information may be shared with other government entities who have a legal right to this data including the U.S. Department of Labor, the Office of Higher Education, the Office of the Legislative Auditor, the State Auditor, employment and training service providers, and welfare agencies. Your information may also be shared by court order. For more information about [DEED Data Practices](#), visit <http://mn.gov/deed/about/what-guides-us/privacy>.

### Types of personal information you might be asked to provide and why we need it:

- **Name, address and contact information:** This is used to identify and contact you and to evaluate our performance;
- If you opt to create an online electronic SciTechsperience account, your user name and password as part of the registration process are considered private data under Minn. Stat. §13.37, subd. 1a. The individual's email address serves as the user name during account registration.
- **Demographics:** business ownership information (woman-owned, minority-owned, and veteran-owned status) are collected for reporting purposes only. This information is aggregated in reporting to the State of Minnesota, legislators, and other program funders. This information is not shared on SciTechMN.org with students.
- Your company's Tax ID number is used to verify that you are conducting business in Minnesota.

### Information about you will be used to:

- Decide if you are eligible for services, which services you are eligible for, and to coordinate services provided to you;
- Improve public services by analyzing data about our performance;
- In addition to analyzing this data to improve our services and outreach, data may be shared with state entities and other funder (in aggregate only) that provide funding to SciTechsperience. Additionally, other government entities with a legal right to this data may see your information.

### How we intend to use the data

- To decide if you are eligible to participate in the SciTechsperience Internship Program;
- Improve public services by analyzing data about our performance; and

- In addition to analyzing this data to improve our services and outreach, data may be shared with state entities and other funders (in aggregate only) that provide funding to SciTechsperience. Additionally, other government entities with a legal right to this data may see your information.

**Acknowledgement**

- By creating an account on SciTechMN.org, the individual doing so indicates s/he has read and understands this notice and the intended use of private data provided.