



Certified Application Counselor Data Sharing Continuation or Completion Form

Return by Friday, May 22

To ensure that CAC data sharing agreements are extended prior to the current expiration date of June 30, 2015, complete this form and **return to MNsure by Friday, May 22**. If your organization will not continue as a Certified Application Counselor entity past June 30, please return a completed form to MNsure to ensure our records are updated accordingly.

Completed forms must be returned via email (navigators@mnsure.org) or fax (651-431-7572).

1. CAC organization name: _____

2. Individual completing form, title: _____

3. Will your agency continue to be a CAC after June 30, 2015? Yes No

If yes, answer remaining questions below. If answering no, form is complete and can be returned to MNsure. For additional information on CAC roles visit this link:

<https://www.mnsure.org/navigators/capps/roles.html>

4. Organization's legal address:

5. Name of Authorized Representative, title and email:

Authorized rep, or contract manager for contract. The authorized rep is delegated the authority within his/her organization to be responsible to ensure the duties and obligations of the contract are met. The authorized representative works with MNsure's authorized representative to seek technical assistance and address contract questions or concerns. The authorized rep may be the same individual with signature authority but this is not required.

6. Name of Data Privacy Contact/Responsible Authority, title and email:

Information Privacy and Security Responsible Party for contract document. Responsible Party may be the same individual as either above.

- Following-up with staff who have received a warning for non-compliance with data privacy.
- Ensure staff successfully completes training, which includes training on data privacy requirements and continue to comply with requirements.

7. Name of Signature Authority, title and email:

The signature authority has delegated authority from the organization to enter into legal agreements. The signature authority is also responsible for signing the organization's contract.