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**COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

550: DATA PRACTICES

ACCESS TO PUBLIC DATA

I. PURPOSE

The purpose of this policy is to explain the process for reviewing or obtaining public data and to comply with the Minnesota Government Data Practices Act (MGDPA).

II. DEFINITIONS AND CONSTRUCTION

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Rules Chapter 1205. Nothing in this policy shall be interpreted to contradict any other school district policy.

III. RIGHT TO ACCESS PUBLIC DATA

All data collected, created, received, maintained or disseminated by the school district, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.

IV. MAKING A PUBLIC DATA REQUEST

To review or request copies of public data in the school district's possession, a member of the public should make a written request. The school district reserves the right to accept verbal requests for data or reduce verbal requests to writing, at its sole discretion.

V. PROCESSING A DATA REQUEST

Upon receipt of a written request, the school district will process such request within a reasonable time depending on the nature and volume of the request. If the response to a request will take longer than fifteen (15) school days and the requester has provided contact information, then the school district may notify the person of the approximate amount of time it will take to process the request. If it is unclear what data is being requested, then the school district will seek clarification if the requester has provided contact information. If the school district does not have the data requested, then it will notify the requester in writing as soon as reasonably possible.

If the school district has the data requested, and the data may lawfully be disclosed to the requester, then the school district will respond to the request by doing one of the following:

- a. Arrange a date, time, and place for the requester to review the data without cost to the requester; or
- b. Provide the requester with copies of the data. The requester may choose to pick up the copies, or the school district will mail or fax copies of the data to the requester. The school district will provide electronic copies (such as email scan) only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority or designee.

Upon request, the school district will inform the requester as to the meaning of any data disclosed pursuant to this policy.

If the school district determines that the requested data is classified so as to deny the requester access, then the school district shall inform the requester of that determination either verbally at the time of the data request, or in writing as soon as reasonably possible. The responsible authority or designee will certify in writing the denial of the request and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

VI. CREATING NEW DATA OR RESPONDING TO QUESTIONS

Nothing in this policy or the MGDPA requires the school district to create data in response to a data request, collect new data in response to a data request, or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement. If the school district agrees to create data

in response to a request, then the school district will work with the requester regarding the details of the request including cost and response time.

Nothing in this policy or the MGDPA requires the school district to respond to questions that are not requests for data.

VII. REQUESTS FOR SUMMARY DATA

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The school district will prepare summary data if such request is made in writing and the cost of creating the summary data is prepaid by the requester.