

Requests for School District Public Data & Individual Data

Right to Access Public Data

The Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email and DVD's.

The Data Practices Act also provides that Mounds View Public Schools must keep all government data in a way that makes it easy for you, as a member of the public to access public data. You have a right to look at (inspect), free of charge, all public data that we keep. You also have a right to obtain copies of public data. The Data Practices Act allows us to charge for copies. You have the right to inspect data, free of charge, before deciding to request copies.

How to Make a Data Request

A written request is required to inspect data or request copies of data that Mounds View Public Schools maintains. A form for requesting data is provided however a person may make a request in writing including the following information:

- State that you, as a member of the public, are making a request for data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- State whether you would like to inspect the data, get copies of the data or both.
- Include a specific description of the data you are requesting.

Mounds View Public Schools cannot require a person to identify themselves or explain the reason for the data request. However, depending on how you would like us to process your request (i.e. you wish copies to be mailed to you), we may need some contact information. If you choose not to provide any identifying information, you will be required to contact the Data Practices Compliance Official to check on the status of your request. In addition, if we do not understand your request and do not have a means to contact you, we will not be able to begin processing your request.

How Mounds View Public Schools Responds to a Data Request

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data is not public, we will notify you as soon as reasonably possible and state the specific law which states that the data is not public.
- If we have the data and it is public, we will respond to your request as soon as reasonably possible by doing one of the following:
 - Arrange a date, time and place to inspect the data, or
 - Provide you with copies of the data. You may choose to pick up the copies or we can mail provided we have your contact information. Electronic copies will be provided upon request if the data is maintained in an electronic format. Payment for copies may be required.

If your request requires clarification in order to process, or if your request could incur significant copy charges, you will receive a follow up contact to discuss your request and determine how the district will proceed.

If you do not understand some of the data provided to you, such as terminology, abbreviations or acronyms, please contact us for an explanation.

If you request to inspect data in person, a Mounds View Public Schools staff member may be with you during your review.

The Data Practices Act does not require the District to create or collect new data in response to a data request if the District does not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. The Data Practices Act also does not require the district to answer questions that are not requests for data.

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. We will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request, we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Copy Costs

Mounds View Public Schools may charge members of the public for copies of government data as authorized under Minnesota Statute, Section 13.03, subdivision 3(c). A member of the public must pay for copies before the school district will provide the copies.

For 100 or Fewer Paper Black and White Copies - \$.25 per page:

The charge for 100 or fewer pages of black and white, letter or legal sized paper, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.

More than 100 Copies or Other Types of Copies – Actual Cost:

The charge for more than 100 pages of black and white paper copies or any other types of copies, is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data.

In determining actual cost, the school district includes the cost of employee time, the cost of materials and mailing costs, if any. If the request is for copies of data that the school district cannot reproduce itself such as photographs, it will charge the actual cost it must pay an outside vendor for the copies. The cost of employee time to search for data, retrieve data and make copies is dependent upon the hourly wage of the lowest paid employee who can perform the work given the data privacy issues related to searching for the records.

Data Practices Contacts

Data Practices Compliance Official and Responsible Authority:

Julie Coffey

Executive Director of Human Resources

Julie.coffey@mvpschools.org

Mailing Address:
4570 Victoria Street N.
Shoreview, MN 55126

Fax: 651-621-6010

Requests for Data About an Individual Data Subject

For persons who ARE the subject of the data being requested.

Your rights under the Minnesota Governmental Data Practices Act

Mounds View Public Schools, as a government entity, must keep government data in a way that makes it easy for you to access data about yourself. We can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights:

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allow us to charge for copies. You have the right to inspect data, free of charge, before deciding to request copies. If you ask, we will tell you whether or not we keep data about you and whether the data are public, private or confidential.

Parents have the right to look at and obtain copies of public and private data about their minor children (under the age of 18). Legally appointed guardians have the right to look at and obtain copies of public and private data about an individual for who they are an appointed guardian.

- **When We Collect Data From You**

When we ask you to provide data about yourself that are not public, we must give you notice. This notice is called a Tennessee Warning. The notice controls what we do with the data we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, we will ask that you provide consent via a written form.

- **Protecting Your Data**

The Data Practices Act requires us to protect your data. WE have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When Your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Data Request

To inspect data or request copies of data the Mounds View Public Schools keeps about you, your minor children or an individual for whom you have been appointed legal guardian, make a written request and submit the request to the data practices official listed below. Requests for student data must comply with Mounds View Public Schools Regulation EG-3110, Protection and Privacy of Student Records.

A form is provided for requesting data however you may also submit a written request including the following:

- State that you are making a request for data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, for data about you.
- State whether you would like to inspect the data, get copies of the data or both.
- Include a specific description of the data you are requesting.
- Provide identifying information that proves you are the data subject or the data subject's parent or guardian.

Mounds View Public Schools requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. A valid photo ID will be required to verify proof of identity.

How Mounds View Public Schools Responds to a Data Request

Mounds View Public Schools will respond to your written request immediately, if possible, and within ten days of the date of the request, excluding weekends and legal holidays, if immediate compliance is not possible.

- If it is unclear what data you are requesting, we will seek clarification.
- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, and the data may be lawfully disclosed to you, we will respond to your request by doing one of the following:
 - Arrange a date, time and place to inspect the data without cost to you, or
 - Provide you with copies of the data. You may choose to pick up the copies or we can mail or fax copies of the data to you. We will provide electronic copies (such as e-mail) only if the data is maintained in an electronic format. Payment for copies may be required unless other arrangements are approved by the responsible authority.
- If we determine the data requested is classified so as to deny your access, we will inform you of the determination as soon as reasonably possible and provide the specific law which says you cannot access the data.

After we have provided you with access to data about you, we do not have to show you the data again for six months unless there is a dispute or we collect new data about you.

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arrangement if we do not keep the data in that form or arrangement. The Data Practices Act also does not require the district to answer questions that are not requests for data. If you do not understand some of the data (technical terminology, abbreviations, or acronyms) please let us know and we will provide an explanation.

Copy Costs – Data on Individuals

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