



Data Practices Policy for Data Subjects

City of Victoria, Minnesota

Section 1 **Data about You**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

Names of government employees, if you are a government employee

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

Your social security number.

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you:

Your identity if you are the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

The City of Victoria must keep all government data in a way that makes it easy for you to access data about you. Also, 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 Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note:** Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that 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, you must use the consent form we provide.

- **Protecting your Data**

The Government 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, conduct an investigation into the security breach, and prepare a report which you may obtain access, in accordance with the 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 Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, the City generally requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts in **Section 2**. You may make your request by filling out a form provided by the City (also attached to this Policy), and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies or require a deposit for the actual cost of providing copies. (See **Section 3** for information on copy costs and payment.)

The City 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. Please see the Standards for Verifying Identity located in **Section 4**.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide copies of the data within 10 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Request for Your Data*, you must pay the deposit before the City will begin working on your request.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute, or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do 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. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Section 2
Data Practices Contacts

Responsible Authority

Cindy Patnode, City Clerk

City of Victoria
1670 Stieger Lake Lane
Victoria, MN 55386
Phone: 952-443-4229
Email: cpatnode@ci.victoria.mn.us

Data Practices Compliance Official

Dana Hardie, City Manager

City of Victoria
1670 Stieger Lake Lane
Victoria, MN 55386
Phone: 952-443-4211
Email: dhardie@ci.victoria.mn.us

Data Practices Designee(s)

Cindy Patnode, City Clerk

City of Victoria
1670 Stieger Lake Lane
Victoria, MN 55386
Phone: 952-443-4229
Email: cpatnode@ci.victoria.mn.us

Section 3 **Copy Costs and Payment – Data Subjects**

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

The City will not require payment for copies if the cost of copies is less than \$5.00.

Actual cost

When the subject of the data requests copies, the City may charge for the actual costs of making, certifying and compiling the copies.

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
 - make, certify and compile copies;
 - sort and label documents only if necessary to identify the data to be copied ;
 - remove staples or paper clips;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.



**INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act**

A. Completed by Requester

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:																		
STREET ADDRESS:	PHONE NUMBER:																		
CITY, STATE, ZIP CODE:	SIGNATURE:																		
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:																			
I AM REQUESTING ACCESS TO THE DATA IN THE FOLLOWING MANNER:																			
<table style="width:100%; border:none;"> <tr> <td style="width:33%;">___ Inspection</td> <td style="width:33%;">___ Copies</td> <td style="width:33%;">___ Both inspection and copies</td> </tr> <tr> <td> Paper _____</td> <td>Pick up _____</td> <td>Paper _____</td> </tr> <tr> <td> Email _____</td> <td>Mail _____</td> <td>Pick up _____</td> </tr> <tr> <td> Other _____</td> <td>Other _____</td> <td>Mail _____</td> </tr> <tr> <td></td> <td></td> <td>Email _____</td> </tr> <tr> <td></td> <td></td> <td>Other _____</td> </tr> </table>		___ Inspection	___ Copies	___ Both inspection and copies	Paper _____	Pick up _____	Paper _____	Email _____	Mail _____	Pick up _____	Other _____	Other _____	Mail _____			Email _____			Other _____
___ Inspection	___ Copies	___ Both inspection and copies																	
Paper _____	Pick up _____	Paper _____																	
Email _____	Mail _____	Pick up _____																	
Other _____	Other _____	Mail _____																	
		Email _____																	
		Other _____																	

B. Completed by the City of Victoria

INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION: _____ _____	
MINNESOTA CLASSIFICATION CODE: _____	
COPYING CHARGES/ASSOCIATED COSTS: <input type="checkbox"/> NONE <input type="checkbox"/> DEPOSIT \$ _____ <input type="checkbox"/> ___ Pages x _____ = _____ <input type="checkbox"/> Actual Cost: _____	IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
CITY CLERK SIGNATURE: _____	DATE: _____
DEPARTMENT SIGNATURE: _____ <div style="text-align: right;">DATE: _____</div>	DEPARTMENT REMARKS: _____

Make check/money order payable to: City of Victoria
 If mailed, return form: City of Victoria, Attn: City Clerk, City of Victoria, 1670 Stieger Lake Lane, PO Box 36, Victoria, MN 55386, or email form to cpatnode@ci.victoria.mn.us

Section 4

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.