

# **Data Practices Policy for Data Subjects**

## **City of Breckenridge**

### **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, flash drives, CDs, 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.

#### **Public data**

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you: your name on a building permit application from the City of Breckenridge.

#### **Private data**

We cannot give private data to the general public, but you can have access to private data 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 have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you: your social security number.

#### **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 have a work assignment to see the data, 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 as a mandated reporter of child abuse or neglect.

### **Your rights under the Government Data Practices Act**

This government entity 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. 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, and we have a form which we will ask you to sign.

### **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**

You can 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. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4.

Make a written request. You must make your written request by completing and submitting a Data Request Form – Data Subjects on page 6 below. You may make your request via mail, fax, or email.

This government entity 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 on page 7.

## **Data Practices Contacts**

### *Responsible Authority*

Lori Conway  
420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431  
Fax: (218) 643-1173  
Email: [lconway@breckenridgemn.net](mailto:lconway@breckenridgemn.net)

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420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431  
Fax: (218) 643-1173  
Email: [lconway@breckenridgemn.net](mailto:lconway@breckenridgemn.net)

### *Data Practices Designee(s)*

Liane Mauch  
420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431  
Fax: (218) 643-1173  
Email: [лмаuch@breckenridgemn.net](mailto:лмаuch@breckenridgemn.net)

Kris Karlgaard  
515 Dacotah Avenue  
Breckenridge, MN 56520  
Phone: (218) 643-5506  
Fax: (218) 643-9115  
Email: [kkarlgaard@co.wilkin.mn.us](mailto:kkarlgaard@co.wilkin.mn.us)

**Copy Costs – 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.

*You must pay for the copies before we will give them to you.*

***Actual cost of making the copies***

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

## Data Request Form – Data Subjects

**Requesters:** Please complete this form and return it to Lori Conway, City of Breckenridge, 420 Nebraska Avenue, Breckenridge, MN 56520 or send it via email to [lconway@breckenridgemn.net](mailto:lconway@breckenridgemn.net). If this request is for data from the Breckenridge Police Department, return it to Chief Karlgaard, Breckenridge Police Department, 515 Dacotah Avenue, Breckenridge, MN 56520 or send it via email to [kkarlgaard@co.wilkin.mn.us](mailto:kkarlgaard@co.wilkin.mn.us).

**Request date:** \_\_\_\_\_

To request data as a data subject, you must show a valid state ID (such as a driver's license, military ID, or passport) as proof of identity.

**I am requesting access to data in the following way:**

Inspection       Copies (printed or electronic)       Both inspection and copies

### Contact information

Data subject name: \_\_\_\_\_

Parent/Guardian name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Staff verification

Request date: \_\_\_\_\_

Identification provided: \_\_\_\_\_

Note: Inspection is free, but the City of Breckenridge will charge for copies (printed or electronic).

**Describe the data you are requesting as specifically as possible:**

## 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.

## Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.\*

### Notice to Commissioner of Administration: Adoption of Model Policies

The City of Breckenridge has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Breckenridge's obligation under Minnesota Statutes, section 13.073, subdivision 6.

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City Administrator

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Date

*\*Government entities may submit this notification by mail or email:*

Commissioner of Administration  
c/o Information Policy Analysis Division (IPAD)  
201 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
[info.ipad@state.mn.us](mailto:info.ipad@state.mn.us)