



Redwood County

Data Subject Requests

Data about You

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Chap. 13, states data subjects have certain rights related to a government entity accessing, collecting, creating, transmitting, 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, electronic, DVDs, photographs, etc.

Classification of Data about You

The MGDPA 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 names of most individuals that work or volunteer for Redwood County is an example of public data.
2. **Private data:** We cannot give private data to the general public, but you may have access when the data are about you. We can share your private data with you, with someone who has your permission (with proper written consent), with our Redwood County staff who need the data to do their work, and as permitted by law. Your social security number is an example of private data about you.
3. **Confidential data:** Confidential data have the most restrictive access. 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 Redwood County staff who need the data to do their work and to others as permitted by law or court order. Investigative details in an active criminal investigation is an example of confidential data about you.

Your Rights under the MGDPA

Redwood County must keep all government data in a way that makes it accessible. We can generally only collect and keep data about you that we need for administering and managing programs and providing services that are permitted by law. We are required to keep certain data according to a record retention schedule. 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. We may need to review the data to ensure you do not get access to private data about someone else or confidential information.

The MGDPA 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.

Parent rights to access data

If you are a parent, you generally have the right to look at and get copies of public and private data about your minor children (under the age of 18) although there are certain exceptions under the law. 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 the appointed guardian, although the same access to minor's data applies to guardians as it does to parent unless a court order directs otherwise.

Minors' rights

Minors generally have the right to ask Redwood County not to give data about them to their parent or guardian. If you are a minor, we will make reasonable efforts to tell you that you have this right when appropriate [we are required to – prior to treatment, etc]. Redwood County may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. Redwood County will make the final decision about your request based on your best interests.

Your rights when Redwood County Collects Data from You

When Redwood County asks 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 explains why we collect the data, what we do with the data, whether you may refuse or are legally required to supply the requested data, and who we share the data with. Usually, we can access, use and disclose the data only in the ways described in the notice.

We will ask for your written permission if we need to access, use or disclose private data about you in a different way, or if you ask us to release the data to another person. This permission called authorization or consent. State and federal laws may also require your written authorization/consent at the time data is collected.

Protecting your Data

The MGDPA requires us to protect data. We are required to establish appropriate safeguards to ensure that data are secure.

As part of protecting data, per state and federal laws, Redwood County must perform assessments and inform persons of data breaches.

When your Data are Inaccurate and/or Incomplete

You have the right to challenge the accuracy and/or completeness of data about you. You also have the right to appeal any decision of Redwood County. If you are a minor, your parent or guardian has the right to challenge data about you on your behalf.

If you wish to file a data challenge contact the appropriate person listed on page 5. More information about filing a data challenge is available at: <https://mn.gov/admin/data-practices/data/appeals/about-you/>

How to Make a Request for Your Data

To look at data or request copies of data that Redwood County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian or have consent or a court order for, you need to make a request in writing. You may make your request for data by contacting the appropriate Redwood County department. You may also make your request for data by using the data request form on page 7. If you choose not to use the data request form, your written request should include:

- that you are making a request, under the MGDPA, as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a detailed description of the data you would like to inspect or have copied (dates, subject matter, etc.); and
- identifying information to verify you are the data subject, or data subject's parent/guardian - be as specific as possible with what data you would like to see.

Redwood County requires proof of your identity before we can respond to your request for private 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 8.

How Redwood County Responds 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 within ten (10) business days.
- If we have the data, but the data are confidential data or private data that are not about you, we will notify you within a reasonable timeframe and state in writing 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 ten (10) business days, by doing one of the following:
 - arrange a date, time, and place, during normal business hours, to inspect the data, if your request is to look at the data; or
 - provide you with copies of the data within ten (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, thumb drive, or CD) upon request if we keep the data in electronic format. Or
 - Provide in writing the specific law that says you cannot access the data.

Redwood County may require you to pre-pay for copies of data. Information about copy charges is on page 6.

After Redwood County has 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 or create new data about you.

If you do not understand some of the data, please let us know. We will give you an explanation if you ask.

The MGDPA does not require Redwood County 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. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

Redwood County may ask questions or request additional information in order to better process your request. If you do not respond to a request for clarification or other communication about your request, we may consider your request abandoned after a reasonable time passes.

Redwood County is not required under the MGDPA to respond to questions that are not specific requests for data.

REDWOOD COUNTY DIRECTORY OF DATA REQUEST CONTACT PERSONS

Department	Location	Contact Person	Phone Number
Assessor	Government Center	Jesse Jacobson	637-4008
Attorney	Courthouse	Shannon Ness	637-4010
Auditor/Treasurer	Government Center	Jean Price	637-4013
Administrator	Government Center	Vicki Kletscher	637-4016
Maintenance	Government Services Building	Loren Gewerth	637-4031
Emergency Management	Law Enforcement Center	Jim Sandgren	637-4034
Environmental Services	Government Center	Nick Brozek	637-4023
Highway	Highway Building	Nick Klisch	637-4056
License Center	Government Center	Amy Serbus	637-4029
Recorder	Government Center	Amy Gewerth	637-4032
Sheriff	Law Enforcement Center	Jason Jacobson	637-4036

Veterans Service	Government Center	Roger Zollner	637-4034
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The following offices are State offices. These offices may have data practices policies that differ from Redwood County's.

Court Administration, Redwood County Courthouse 507-616-4800

Probation 507-637-4047

Extension 507-637-4025

Copy Costs – Data Subjects

Redwood County charges data subjects for copies of government data. These charges are authorized under Minn. Stat. 13.03, subd. 3.

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

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ per page.

For 101 Copies and Most Other Types of Copies – Actual cost

The charge for 101 copies and most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we are permitted to factor in employee time, the cost of the materials onto which we are copying the data (e.g., paper, CD, DVD, etc.), and mailing costs, if any. If your request is for copies of data that we cannot reproduce ourselves, Redwood County will charge you the actual cost we must pay an outside vendor for this service.

Data Request Form – Subject of the Data

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection*

☐ Copies**

☐ Both inspection and copies

*Inspection is free and may be done during normal business hours.

**There may be a cost for copies of data. Redwood County will require you to pre-pay for copies.

These are the data I am requesting:

Describe the data you are requesting. Be as specific as possible (i.e., dates, types, names, projects, etc.).

Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

You are not legally required to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need your contact information. In addition, providing contact

information may help us process your request. If we do not understand your request and need to get clarification from you, we will not be able to begin processing your request until you contact us.

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 U.S. military ID;
 - a valid passport;
 - a Minnesota state ID; or
 - a Minnesota tribal ID.
- A **minor individual** must provide a valid photo ID, such as:
 - a state driver's license;
 - a U.S. military ID;
 - a valid passport;
 - a Minnesota state ID;
 - a Minnesota Tribal ID; or
 - a college or school ID.
- The **parent or legal 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; or an affidavit of parentage.
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of appointment as guardian, such as:
 - court order(s); or
 - valid power of attorney.

Note: Redwood County may require that individuals provide proof of identity in person.

In certain circumstances, individuals who do not exercise their data practices rights in person may provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.