

## **YOUR RIGHTS AS A MEMBER OF THE PUBLIC TO ACCESS GOVERNMENT DATA**

The Minnesota Government Data Practices Act gives you, and all other members of the public, the right to see and have copies of public data that we keep. The law also controls how we keep government data and what we tell you when you ask to see the data that we have.

These rights and controls are:

**The law says that all the data we have are public (can be seen by anybody) unless there is a state or federal law that classifies the data as *not public*.**

All government data is considered public unless there is a specific state statute or federal law that classifies the data as not public. Redwood County will determine what types of data it will maintain and what data classifications apply to the data. If no statute or federal law can be identified that classifies the data as not public, the data will be presumed to be public and available to anyone upon request.

We have a report that lists the kinds of data we keep about individuals, how each kind is classified and what law classifies that kind of data. This report is called **Redwood County - Minnesota Government Data Practice Procedures**. Individuals may obtain public information by either calling or writing the appropriate Redwood County department listed in Attachment A.

**You have the right to look at all public data that we keep.**

You may request and receive public information over the phone, in person, through the mail, or via e-mail. If it is not possible to give you the information in the way you ask, we will contact you to decide on another way to give you the information you asked for.

To look at public data that we keep, individuals may contact the appropriate Redwood County department listed in Attachment A. If any individual wishes to visit Redwood County offices in order to inspect certain public information, Redwood County will recommend a convenient time between the hours of 8:00 AM and 4:30 PM, Monday through Friday, for purposes of reviewing such information.

You also have the right to make a standing request. A standing request for data must be made in writing and must be specific. All standing requests will expire three months from the date of the request. You must notify us during the last month of the three month period, in writing, if you wish to renew your standing request for another three month period.

You may ask to see:

- specific types of data or data elements;
- specific documents or portions of documents;
- entire records, files or data bases;
- all public data we keep.

When making a request for data, we ask that you fill out an "Information Disclosure Request" form available from the department you are requesting data from, or put your request in writing such as by a letter, facsimile, or e-mail transmission. In your request, you must say that you are making a data request under the Minnesota Government Data Practices Act. Tell us as clearly as you can what information you want to see. Redwood County will attempt to respond to all requests for public information as soon as reasonably possible. If we are not sure exactly what information you are

requesting, we will try to help you identify the data that you want. We will not, however, assume that we know what it is you are specifically seeking. You don't have to tell us who you are or explain why you are asking for the data. We may, at the county's option, require you to submit your request in writing. You must make your request as specific as possible. We will only respond to the specific items in your verbal or written request.

We will let you know as soon as we can whether or not we have the data you are asking for. If you are asking for public data and we have the data, we will let you see or have copies of the data right away. If we need more time to identify, find or copy the data you are asking for, we will let you know and we will tell you when we will be able to give you the data.

If you have any questions about the meaning of public data that we keep, please contact the appropriate Redwood County department listed in Attachment A and ask for an explanation. If you do not agree with how your data request was handled, please contact one of the Redwood County Data Practices Compliance Officials. A list of these officials can be obtained from the Redwood County Administrator's Office which is located on the first floor of the Redwood County Government Center or by calling the office at (507) 637-4016.

**We don't have to give you data we don't keep.**

If we don't have the data you are asking for, we will tell you right away. We do not have to collect or create data for you in order to respond to your request.

**We may not have to give you public data in the form you want.**

If we have the data you're asking for, but we don't keep the data in the form you want, we may not be able to give you the data in that form. If we can't put the data in the form you want, you may have the data in our format and convert it to the form you want. If we can put the data in the form you want, we will let you know how long it will take us to provide the data and how much it will cost. Then you can decide if you want the data in that format or not.

**We cannot charge you a fee for looking at public data.**

You have the right to look at public data at no cost. We will let you look at computerized data on a computer screen, or print a copy, so that you can inspect the data at no charge. You also may inspect public data on your own computer, and you may print or download the data using your own computer, at no cost.

Public data may be viewed during regular business hours. An appointment may be required in order to assure staff availability to comply with your request.

We can't charge you a fee for separating public data from data that are not public.

**You have the right to have public data explained in a way you understand.**

If you have any questions about the meaning of public data that we keep, please contact the appropriate Redwood County Department listed in Attachment A. If you ask, we will provide an interpreter or find another way to explain the data.

**You have the right to have copies of the public data that we keep.**

You have the right to have a copy of any data that you have a right to see. (See Attachment B—The Minnesota Government Data Practices Act: Definitions and Classifications of Data, for who is legally authorized to access government data). This includes the right to have copies of all or parts of specific documents, files, records, data bases or types of data that we keep. If you ask for the copies in electronic form, and we keep the data in electronic form, we will give you the data in electronic form.

To obtain a copy of public data we keep, contact the appropriate Redwood County department listed in Attachment A and use the data request form available from them. In your request, say that you are making a request for copies of data under the Minnesota Government Data Practices Act. Tell us as clearly as you can what types of data or information you want copies of. If we have questions about the copies you are requesting, we will ask you. We will only respond to the specific data items that you request. We will not try to interpret your request by delivering data that you did not specifically request. You don't have to tell us who you are or explain why you are asking for the data. Once we have your request we will provide the copies you asked for as soon as reasonably possible, depending on how many copies you are requesting and how many staff we have available to respond to your request.

**We have the right to charge you a reasonable fee for providing copies.**

We will charge you a fee for making copies of the data you ask for. If you ask us to mail or fax the copies to you, the fee will include postage or long distance phone charges. If you request a certified copy of a document, we charge you a fee to certify the document.

If you are requesting copies of data that have commercial value, we will charge you a fee in addition to the fee for the copies. We will not charge for separating public data from not public data.

Our fee for providing copies is primarily determined by the fee schedule of the department that holds the data. The fee schedule developed for each department or division is based on the actual cost to comply with your request. For large or unique requests we will estimate the actual cost of compiling with your request. We will require payment of the estimated costs in advance. If the estimate is larger than the actual cost, you will receive a refund of the difference. If the actual cost of compiling the data is greater than the estimate, you will be required to pay the difference before we deliver the data to you.

**You have the right to know why you can't see or get copies of data that are not public.**

If the information you ask for is classified as confidential, private, non-public or protected non-public, Redwood County will tell you that when you make your request, or we will notify you in writing as soon as possible. We also will tell you which specific law prohibits Redwood County from releasing the information. If you ask, we will put this in writing for you.

**You have the right to see and have copies of summary data.**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. We will prepare summary data for you if you make a request in writing to the appropriate Redwood County department listed in Attachment A and pay us what it costs to prepare the data. We will require the requestor to prepay the cost of preparing the summary data. When we receive your request, we will contact you to make detailed arrangements to prepare the summary data.

**If you have any questions about how to access public data that we keep, please contact the appropriate Redwood County department listed in Attachment A.**

## YOUR RIGHTS AS THE SUBJECT OF GOVERNMENT DATA

The Minnesota Government Data Practices Act is a law that gives you important rights when we collect, create, keep, use or release data about you, and controls how we collect, use, and release data about you.

### **An important note about who may exercise your rights**

The law defines an individual as a living human being and gives every individual all of the rights discussed in this document.

*If you are a minor* (which means that you are not yet eighteen years old), your parents or your guardian usually have the same rights as you do. This means that each of your parents or your guardian usually can look at and have copies of information we keep about you. Usually, they each have the right to give their consent to release the data about you. They each can challenge the accuracy and completeness of the data about you.

If you have no parents, or if your parents are not a part of your life, then the person who is caring for you has these rights.

In some cases, your parent or guardian does not have these rights. For example, we won't let your parent(s) or guardian exercise the rights the law gives you if there is a court order that takes these rights away from them. The court order might be about a divorce, separation, custody or some other matter, or it might take away the parental rights of your parent(s). Sometimes a state or federal law says that we can't let your parents see information about you.

*If you have been appointed as the legal guardian for someone*, you may exercise that individual's rights under the MGDPA. To do so, you must show proof of your appointment as legal guardian.

### **The law controls how we collect, keep, use and release data about you.**

We can collect, keep, use and release private and confidential data about you only when a state or federal law allows or requires us to do it. The law also says we can collect, keep, use and release private and confidential data about you only if we need to in order to do our job.

### **The law says we have to give you a notice when we ask you to give us data about yourself.**

When we ask you to give us private or confidential data about yourself, we will give you a notice. The notice sometimes is called a Tennessen warning notice. The notice tells you these things:

- We will tell you why we are collecting the data from you and how we plan to use the data.
- If there is a law that says you have to give us the data, we will tell you that. We also will tell you if you do not have to give us the data.
- We will tell you what might happen (consequences) to you if you give us the data.
- We also will tell you what might happen (consequences) to you if you do not give us the data.
- We will tell you what other people or entities have the legal right to know about, see or have copies of the data you give us. When we tell you this, we will be as specific as we can be.

Parts of Redwood County may collect information about you for different reasons and use it in different ways, so we may give you more than one notice, and the notices may be different. We will explain anything in the notice if you ask us.

Whenever we can, we will give you the notice in writing for you to read, and we will give you a copy of the written notice to keep. If we ask you for information over the phone, we will give you the notice when we talk to you, and we will give or send you a copy in writing as soon as we can after that. You do not have to sign the notice.

We only have to give you the Tennessee warning notice when we are asking you to give us private or confidential data about yourself. We *do not* have to give you the notice when:

- you give us information we haven't asked for,
- the information we are asking for is about someone else,
- the information we are asking for is public data about you, or
- the information is collected by a law enforcement officer who is investigating a crime. This includes police officers, and members of the fire department and sheriff's office.

**The notice puts limits on what we can do with data we keep about you.**

Usually, after we give you the Tennessee warning notice and you choose to give us the data we ask for, we will use and release the data only in the ways that were stated in the notice. There are some exceptions to this rule. These exceptions are:

- If a federal, state or local law is passed after we give you the notice and collect the data from you, and if that law says we may or must use or release the data in a way we didn't tell you about in that notice, then we will use or release the information in order to comply with the new law.
- Sometimes, after we collect private or confidential data about people for one purpose, we need to use or release that information for a different purpose. If there is no law that says we can use the data for the new purpose, we need permission from those people in order to use or release the information in the new way. Sometimes we can't get their permission. This might happen if we need to ask hundreds or thousands of people for permission to use data about them, or if the people can't give us their permission to use the data in the new way. If this happens, we may ask the Commissioner of the Minnesota Department of Administration to approve the new use or the new release of the information. We will use or release the data in the new way if the Commissioner approves.
- If we collected private or confidential data about you before August 1, 1975, we have the right to use, keep and release the data for the reasons we collected it. We also can ask the Commissioner of Administration for permission to use, keep or release the data to protect public health, safety or welfare.
- If a court orders us to release private or confidential data about you, we have to release the data.

**If we need to use or release data about you in a new way, we need your permission.**

If we need to use or release private data about you in a way that we didn't tell you about in the Tennessee warning notice, we will ask you for your informed consent. This has to be done in writing, so we will ask you to read and sign a consent form. A copy of the form we use is at the end of this document.

The consent form tells you:

- What information we want to release, or what information we want someone else to give us. You may consent to release *all* of the information, *some* of the information or *none* of the information that is listed on the form.
- The reasons we are asking for your consent and how the information will be used. You may consent to *all*, *some* or *none* of the uses/purposes listed on the form.
- Who will release the information and who will receive it. You may consent to release information to *all*, *some*, or *none* of the entities or people listed on the form.
- What will happen (the consequences) if you let us release or use the information in a new way.
- Who to talk to if you have any questions.

You don't have to let us use or release the information in the new way. Before you decide, you should look at the information. The consent form tells you who to talk to if you want to look at the information or have copies of it.

We have to explain everything on the consent form in a way that you understand. After you read and understand the consent form, we will ask you to sign it.

If you give us your consent, we can release the information for the length of time that is written on the consent form. You may stop your consent any time before that time is over. If you want to stop your consent, you must write to the person named on the form and clearly say that you want to stop all or part of your consent. Stopping your consent will not affect information that already has been released because you gave your consent.

We also will ask for your consent if someone asks us for private data about you and the law doesn't let us give the data to that person.

If *you* ask us to release private data about you to someone else, we will ask for your informed consent. If you give us your informed consent, we have to release the data in the way you ask.

We only ask for your informed consent to release *private* data about you. We don't need to ask for your consent to release public data about you because the law says we have to give public data to anyone who asks. The law does not give you the right to see confidential data about you or to let anyone else see the data.

**You have the right to know if we keep data about you.**

If you ask us, we will tell you if we keep information about you and we will tell you if the data are classified as public, private or confidential. To find out what information we keep about you, contact the appropriate Redwood County department listed in Attachment.

**You have the right to see data we keep about you.**

If you ask us, we will show you the public and private data that we keep about you.

In your request, tell us as clearly as you can what types of data or information you want to see. You have the right to see specific documents, files, records or types of data that we keep. You also have the right to ask for and see *all* of the public and private data about you that we keep.

Once we have your data request, we will show you the data right away if we can. If we can't show you the data right away, we will show you the data in no more than ten business days.

The law says we have to protect private data about you. For this reason, a member of our staff may be with you when you inspect the information.

After you have looked at the data you requested, we do not have to let you see the data again for six months, unless we collect or create more information about you before six months have passed. You do not have to wait for six months to see the data again if we have collected new data about you, or if you have challenged any of the data, or if you are appealing the results of that challenge. See the information below about how to challenge the accuracy and/or completeness of government data.

*Note about access to data about minors:*

If you are a minor, you have the right to ask us not to let your parents or guardian have private data about you. If you don't want us to give your parents information about you, you must write to the appropriate Redwood County Department listed in Attachment A. Tell us why you don't want us to release the information to your parents; then sign your name, on your request. If you have any questions about how to do this, talk to the contact person for the appropriate Redwood County Department listed in Attachment A.

After you make your request, we have to decide if we will let your parents see the data. Before we make this decision, we have to think about:

- Is there a law that says we have to give the data to your parents?
- Do you have a good reason for asking us not to release the data?
- If we give your parents the data, would you be harmed in any way?
- Do you understand what will happen if we don't release the data?

We also have to think about whether it is in your best interest for us not to give the data to your parents.

**We can't charge you a fee for looking at data about yourself.**

You do not have to pay any money just to look at data about yourself, even if we have to make a copy of the information so that you can look at it.

**You have the right to have public and private data about you explained to you.**

If you have questions about the data we keep about you, please contact the Redwood County Administrator. We will explain the data in a way you understand. If you ask, we will provide an interpreter or explain the data in some other way.

**You have the right to have copies of data about yourself.**

You have the right to have a copy of public and private data about yourself -- in other words, you may have a copy of any information you have the right to see. To get a copy of public or private data that we keep about you, contact the appropriate Redwood County Department listed in Attachment A.

In your request, tell us as clearly as you can what data or information you want copied. You have the right to have copies of specific documents, files, records or types of data that we keep. You also have the right to have copies of *all* of the public and private data about you that we keep.

Once we have your request for copies, we will give you the copies right away if we can. If we can't give you the copies right away, we will give them to you in no more than ten business days.

**We have the right to charge a fee for making the copies.**

We will charge you a fee for making copies of the data you ask for. We can only charge you the actual cost of making and compiling the copies. If you ask us to mail or fax the copies to you, the fee will include postage or long distance phone charges. If you request a certified copy of a document, we will charge you a fee to certify the document.

**You have the right to know why you can't see or get copies of data we keep about you.**

If the information you want to see is not public or private data about you, we will tell you that, and we will tell you what part of the law says we can't show it to you.

**You have the right to challenge the accuracy and/or completeness of data about you.**

If you believe that public or private data that we keep about you are inaccurate and/or incomplete, you may file a data challenge with us. You may challenge only *accuracy* and *completeness* of data.

- *Accurate* means the data are reasonably correct and do not contain any errors.
- *Complete* means that the data describe the history of your contacts with us in a complete way.

For example, data may be inaccurate or incomplete if a wrong word, name, or phrase is used; if the data give a false impression about you; if certain information is missing from the record; or if certain information should not be in the record.

To make a data challenge, write a letter to the appropriate Redwood County Department listed in Attachment A and say that you are challenging the accuracy and completeness of data we maintain about you.

*Tell us very clearly what data you are challenging.* Be very specific. For example, make it clear whether you are challenging a specific word, sentence, date, time, or name.

Tell us very clearly *why* or *how* the data inaccurate or incomplete. Be very specific and write down as many reasons as you can.

Tell us very clearly *what you think should be done* to make the data accurate or complete. For example, you may ask us to add information, change the data we have, or remove information from our records.

When we receive your letter, the law says we have 30 days to review it and the data you are challenging, to decide whether all, some or none of the data are inaccurate or incomplete, and respond to your challenge.

If we *agree* with all or part of your challenge, we will correct the inaccurate or incomplete data and try to notify anyone who has received the data in the past. This includes anyone you tell us has received the data.

If we *don't agree* with all or part of your challenge, we will tell you we believe that the data you are challenging are accurate and/or complete.

**You have the right to include a statement with inaccurate and/or incomplete data.**

If you believe that public or private data we have about you are not accurate or complete, you have the right to include a statement of disagreement with the data. If we release the disputed data to anyone else, we have to include your statement of disagreement with the data.

**You can appeal our decision about your data challenge.**

If you don't agree with our decision about your challenge, you may appeal the decision to the Commissioner of the state Department of Administration. When we respond to your challenge letter, we will tell you that you have the right to appeal our decision. You then have 60 days (about two months) to file your appeal. If we do not tell you about your right to appeal our decision, you have 180 days (about six months) to file your appeal.

Your appeal must be made to the Commissioner of Administration in writing (such as sending a letter, an e-mail message, or fax). Include your name, address, and a phone number, and make sure you name Redwood County as the responsible entity for the data. Say that you are appealing a decision we made about your data challenge (or your challenge to accuracy and/or completeness of data we keep about you). Tell the Commissioner what data you believe are inaccurate or incomplete. Also tell why you disagree with our decision.

Then tell the Commissioner what you want to happen because of your appeal. For example, do you want us to add, change or delete data in our files?

Include a copy of your challenge letter and any other letters about your challenge that you have sent or received. Send your appeal to:

Commissioner of Administration  
State of Minnesota  
50 Sherburne Avenue  
Saint Paul, MN 55155

The Commissioner's staff will contact you about your appeal. The Commissioner's staff can be reached at

Information Policy Analysis Division (IPAD)  
Minnesota Department of Administration  
201 Administration Building, 50 Sherburne Avenue  
St. Paul, MN 55155

Voice: 651.296.6733 or 1.800.657.3721

Fax: 651.205.4219

*www.ipad.state.mn.us*

**If you have any questions about your rights, please contact the appropriate Redwood County Department listed in Attachment A or you may also contact one of Redwood County's Data Compliance Officials. A list of Redwood County's Data Compliance Officials can be obtained by contacting the Redwood County Administrator's Office at (507) 637-4016.**

## ATTACHMENT A

### REDWOOD COUNTY DIRECTORY OF DATA REQUEST CONTACT PERSONS

Department	Location	Contact Person	Phone Number
Assessor	Government Center	Kathy Hillmer	637-4008
Attorney	Courthouse	Steve Collins	637-4010
Auditor/Treasurer	Government Center	Jean Price	637-4013
Administrator	Government Center	Vicki Knobloch	637-4016
Maintenance	Courthouse	Loren Gewerth	637-4031
Emergency Management	Courthouse	Jim Sandgren	637-4034
Environmental Services	Government Center	Scott Wold	637-4023
Highway	Highway Building	Willy Rabenberg	637-4056
License Center	Government Center	Jean Price	637-4029
Recorder	Government Center	Joyce Anderson	637-4025
Sheriff	Law Enforcement Center	Randy Hanson	637-4036
Veterans Service	Government Center	Martin Caraway	637-4034

The following offices are State offices. These offices may have data practices policies that differ from Redwood County's.

Court Administration, Redwood County Courthouse	Patty Amberg	507-637-4018
Probation	Duane Frank	507-637-4047
Extension	Stacy Johnson	507-637-4025

**INFORMATION DISCLOSURE REQUEST**

**A. REQUESTOR COMPLETE\***

- 1. Date of Request: \_\_\_\_\_
- 2. Requestor's Name: \_\_\_\_\_
- 3. Address (if needed): \_\_\_\_\_
- 4. Phone: \_\_\_\_\_

\*REQUESTOR NOTE: a) Request Frequency: Private data on individuals: After you have been shown the data and informed of its meaning, the data need not be disclosed to you for six months thereafter unless a dispute or action is pending or additional data on you has been collected. b) You may be required to pay the actual costs of making and/or compiling data.

- 5. Description of the Information Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6. Requestor Signature:\*\* \_\_\_\_\_  
Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\*\*Note, if the data subject authorizes the release of private information to his/her agent or to another agency, the data subject's signature must be notarized.

**B. DEPARTMENT COMPLETE**

- 7. Department Name: \_\_\_\_\_
- 8. Request Handled By: \_\_\_\_\_
- 9. Request Type:  In person     Mail     Phone
- 10. Requested By:  Subject of Data     Not subject of data
- 11. The Information Requested is Classified:  Public     Non-public     Private  
 Protected Non-public     Confidential
- 12. Request:  Approved     Approved in part     Denied
- 13. Authorized Signature: \_\_\_\_\_
- 14. Remarks/Comments (if requested data is classified so as to deny access to the requestor cite authority or reason. Also enter any other remarks/comments appropriate):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*C. DEPARTMENT COMPLETE WHEN FEES ARE ASSESSED*

1. Fees: Number of pages \_\_\_\_\_  
Rate: \_\_\_\_\_
  
2. Total Amount Due: \$ \_\_\_\_\_  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_
  
3. Amount to be Prepaid: \$ \_\_\_\_\_  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_
  
4. Balance Due: \$ \_\_\_\_\_  
(Upon completion of copying)  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

*D. REQUESTOR PLEASE NOTE ITEMS CHECKED*

1.  Make check/money order payable to: \_\_\_\_\_  
 If mailed, return entire form and fees to: \_\_\_\_\_

You may cancel this Information Disclosure Request at any time prior to the information being released and in any event the consent form expires automatically 90 days after signing.

## ATTACHMENT B

### THE MINNESOTA GOVERNMENT DATA PRACTICES ACT: DEFINITIONS AND CLASSIFICATIONS OF DATA

The Minnesota Government Data Practices Act establishes a system of data classifications that define, in general terms, who is legally authorized to access government data. This classification system is constructed from the definitions provided in Minnesota Statutes §13.02 and Minnesota Rules part 1205.0200.

<b>GOVERNMENT DATA</b> All data kept in any recorded form, regardless of physical form, storage media or conditions of use. Minn.Stat. §130.2, subd. 7		
<b>DATA ON INDIVIDUALS*</b> Minn.Stat. §13.02, subd. 5	<b>DATA ON DECEDENTS</b> Minn.Stat. §13.10, subd. 1	<b>DATA NOT ON INDIVIDUALS*</b> Minn.Stat. §13.02, subd. 4
<b>PUBLIC</b> Accessible to anyone for any reason Minn.Stat. §13.02, subd. 15	<b>PUBLIC</b> Accessible to anyone for any reason Minn.Stat. §13.02, subd. 15	<b>PUBLIC</b> Accessible to anyone for any reason Minn.Stat. §13.02, subd. 15
<b>PRIVATE</b> Accessible to the data subject; Not accessible to the public Minn.Stat. §13.02, subd. 12	<b>PRIVATE**</b> Accessible to the representative of the decedent; Not accessible to the public Minn.Stat. §13.10, subd. 1a	<b>NONPUBLIC</b> Accessible to the subject of the data, if any; Not accessible to the public Minn.Stat. §13.02, subd. 9
<b>CONFIDENTIAL</b> Not accessible to the data subject; Not accessible to the public Minn.Stat. §13.02, subd. 3	<b>CONFIDENTIAL**</b> Not accessible to the representative of the decedent; Not accessible to the public Minn.Stat. §13.02, subd. 3	<b>PROTECTED NONPUBLIC</b> Not accessible to the data subject; Not accessible to the public Minn.Stat. §13.02, subd. 3

\* Individual is defined at Minn.Stat. §13.02, subd. 8. Individual means a living human being. It does not mean any type of entity created by law, such as a corporation.

\*\* Private and confidential data on decedents become public data ten years after the death of the data subject *and* 30 years after the creation of the data.

REDWOOD COUNTY, REDWOOD FALLS, MN 56283

**CONSENT FOR RELEASE OF INFORMATION**

We are asking for your permission to release information about you to the entities or persons listed on this form. The information can't be released without your consent. This form tells you what information we want to release, or what information we want another entity to release to us. This form tells you the reasons we are asking for your consent. You have the right to look at all the information to be released and have copies of it. You should do this before you give your consent to release the information. If you want to look at the information or have copies of it, you must talk to THE DATA COMPLIANCE OFFICIALS OR CONTACT THE REDWOOD COUNTY ADMINISTRATOR'S OFFICE BY MAIL AT PO BOX 130, REDWOOD FALLS, MN 56283, BY TELEPHONE AT 507-637-4016, OR BY EMAIL AT VICKI\_K@CO.REDWOOD.MN.US

You may consent to release *all* of the information, *some* of the information or *none* of the information. You may consent to release information to *all*, *some*, or *none* of the entities listed on this form.

If you give us your consent, we can release the information for (TIME PERIOD) or until (EVENT OR CONDITION). You may stop your consent any time before (THIS TIME PERIOD, EVENT, OR CONDITION). If you want to stop your consent, you must write to (NAME AND ADDRESS OF PERSON) and clearly say that you want to stop all or part of your consent. Stopping your consent will not affect information that already has been released because you gave your consent.

You do not have to consent to the release of any information that tells people that you or your child is disabled. If you are asking for help because of a disability, we may need information about the disability in order to help you.

***If you have a question about anything on this form, please talk to the County Administrator before you sign it.***

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[A.] I authorize Redwood County to release information about \_\_\_\_\_]. I understand that:

[B.] The information I agree to let you release is:

[C.] The information will be given to:

[D.] You are asking me to release this information so that:

[E.] If this information is released, what will happen is:

[F.] If this information is *not* released, what will happen is:

[G.] Signature of client\_\_\_\_\_ Date signed\_\_\_\_\_

[H.] Signature of parent or guardian\_\_\_\_\_ Date signed\_\_\_\_\_

[I.] Signature of person explaining this form \_\_\_\_\_ Date signed\_\_\_\_\_

and my rights \_\_\_\_\_ Date signed\_\_\_\_\_