



INVER GROVE HEIGHTS SCHOOLS
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A Community Commitment

Data Practices Policy Data Subjects

Your rights under the Minnesota Government Data Practices Act (Data Practices Act)

Inver Grove Heights Schools, as a 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 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 an appointed guardian.

Minors have the right to ask Inver Grove Heights Schools 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 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. This notice is sometimes 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 you 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 may use the consent form we provide.

- **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 look at (inspect) data or request copies of data that Inver Grove Heights Schools keeps about you, your minor children or an individual for whom you have been appointed legal guardian, make a written request using the attached form and submitting the request to the appropriate data practices official listed below.

If you choose not to use the data request form, your request should include 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; and
- Provide identifying information that proves you are the data subject or data subject's parent or guardian.

Inver Grove Heights 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 Inver Grove Heights Schools Responds to a Data Request

Inver Grove Heights Schools will respond to your written request immediately, if possible, and within ten days of the date of the request, excluding Saturdays, Sundays 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 requested data, we will notify you in writing as soon as reasonably possible.
- If we have the requested data, and the data may lawfully be disclosed to you, we will respond to the request by doing one of the following:
 - Arrange a date, time and place for you 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 will mail or fax copies of the data to you. We will provide electronic copies (such as e-mail), only if we keep the data in electronic format. Prepayment of copies is 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 6 months unless there is a dispute or we collect or create new data about you.

The Minnesota Government Data Practices Act does not require a school district to create data; collect new data; or to provide data in a specific format or arrangement if the school district does not keep the data in that form or arrangement, in response to a data request.

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.

In addition, the school district is not required to respond to questions that are not requests for data.

Nothing in this document should be construed as limiting the rights provided by the Minnesota Government Data Practices Act. Individuals who are the subject of data in the school district's possession have all of the rights afforded by Minnesota Statutes, Section 13.04.

Copy Costs – Data on Individuals

Inver Grove Heights Public Schools may charge individuals for copies of government data as authorized under Minnesota Statutes, Section 13.03, subdivision 3(c). The individual 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 (paper, DVD, etc.) 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 based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data.

Data Practices Contacts

Responsible Authority:

Superintendent Dave Bernhardson
BernhardsonD@isd199.org

Data Practices Compliance Official:

Abel Riodique (Student Data Requests)
Director of Special Services
651-306-7828
RiodiqueA@isd199.org

Michele Carroll (Employee and Non-Student Data Requests)

Director of Human Resources
651-306-7805
CarrollM@isd199.org



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Data Request Form – Request for Data on Individuals

Date of Request: _____

Method to Access Data: _____ (Note inspection is free but there is a charge for copies.)

- Inspection Paper Copies Electronic Copies (if available) Both inspection and copies

Describe the data you are requesting. Please be specific. Use additional pages if necessary.

Contact Information:

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Verification of Identity:

- Driver's License
 Other Photo Identification
 Personal Knowledge
 Photo Identification and Proof of Relationship (required for requests for data on minors)

Return this form to:

Data Practices Compliance Official
Inver Grove Heights Schools
2990 80th Street E.
Inver Grove Heights, MN 55076