



Data Privacy Policy for Private Data Requests

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, CD's, DVDs, and photographs.

Anoka County strives to keep private and confidential data private and confidential while ensuring transparency and public access to all public data. Anoka County requires that its elected officials, appointed officials, employees and agents only access the minimum amount of data necessary in order to do their assigned tasks. Permitted access to private data shall be restricted to a business need and regular audits and inspection will be utilized to ensure that data is only accessed for a business need. Unnecessary access to private data by elected officials, appointed officials, employees and agents may result in discipline and criminal penalties

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: *if you are an employee of Anoka County, the fact that you work for Anoka County, your job title, pay and your bargaining unit are public.*

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: *if you file a complaint with the police about a loud party, your identity is confidential.*

Your Rights under the Government Data Practices Act

Anoka County 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 that 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 Anoka County 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 may 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.

- **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 Anoka County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 6. You may make your request by *mail, fax, or email*, using the data request form on page 10.

If you choose not to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

Anoka County 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. In all other circumstances you must provide legal authority for you to access private data. Please see the Standards for Verifying Identity located on page 10. **There may be a fee for providing the data and we may require prepayment of all or a portion of the fee before we begin processing your request.**

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 tell you which law says you can't have 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 you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
 - Anoka County may require that you prepay for the cost of the copies.

Information about copy charges is on page 8.

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.) 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.

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

Anoka County Data Practices Officials

Responsible Authority/ Compliance Official

Dee Guthman, Deputy County Administrator
Anoka County Government Center
2100 Third Ave.
Anoka, MN 55303
763-324-4707
Dee.Guthman@co.anoka.mn.us

Anoka County Sheriff's Office Responsible Authority

Brad Wise, Sheriff
Anoka County Public Safety Campus
13301 Hanson Blvd. NW
Andover, MN 55304
763-324-5010
sheriff@co.anoka.mn.us

Anoka County Attorney's Office Responsible Authority

Brad Johnson, County Attorney
Anoka County Government Center
2100 Third Ave.
Anoka, MN 55303
763-324-5381
Brad.Johnson@co.anoka.mn.us

Data Practices Official for Welfare Data:

Cindy Cesare, Human Services Chief Officer
Anoka County Government Center
2100 Third Ave.
Anoka, MN 55303
763-324-1411
Cindy.Cesare@co.anoka.mn.us

Data Practices Official for Veterans Service Records:

John Kriesel, Veteran Services Office Director
Anoka County Government Center
2100 Third Ave.
Anoka, MN 55303
763-324-4502
John.Kriesel@co.anoka.mn.us

The Responsible Authority will update this page from time to time with department specific contact information to assist data requestors. Other changes to this document require board approval.

Anoka County Designees

As authorized by Minn. Stat. §13.03 subd. 2, Dee Guthman, the Anoka County Responsible Authority shall maintain a current list of Anoka County Designees to receive and comply with requests for government data in their respective divisions, units, or departments.

County Administration	Dee Guthman
Community and Governmental Relations	Karen Skepper
Communications	Erik Thorson
Emergency Communications	Valerie Sprynczynatyk
Facilities Management and Construction	Andrew Dykstra
Human Resources	Steph Beito-Ziemer
Information Technology	Susan Vreeland
License and Passport Services	John Lenarz
Parks Department	Jeff Perry

Internal Audit	Chuck Denninger
Library	Colleen Haubner
Medical Examiner	Dr. Angelique Quinn Piper
Medical Examiner’s Office	Shane Sheets

Property Records and Taxation Division/Land Commissioner	Pam LeBlanc
Elections and Voter Registration	Tom Hunt
Property Assessment and Taxation	Alex Guggenberger
Vital Statistics	Susan Anderson

Finance and Central Services Division	Cory Kampf
Budget/Accounting/Treasury	Cory Kampf
Central Services	Bill Keller

Transportation Division	Joe MacPherson
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Human Services Division	Cindy Cesare
Community Social Services and Behavioral Health	Jerry Pederson
Community Corrections	Dylan Warkentin
Public Health and Environmental Services	Jonelle Hubbard
Job Training Center	Nicole Swanson
Economic Assistance	Jessica Leth

Copy Costs – Data Subjects

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

Actual Cost of Making the Copies

If your request is for more than 100 copies, Anoka County will charge for the actual cost of complying with your request. In determining the actual cost of making paper or electronic copies, we factor in employee time to search for, gather the data, make the copies, the cost of the materials onto which we are copying the data (paper, 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.

The cost for employee time will be calculated based on the wages/salary and benefits of the lowest-paid entity employee who could complete the task. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Breach of Private Data (Moved up from last page)

Anoka County takes every reasonable precaution to protect the privacy of your data when the law requires the data to be private or confidential. The precautions include but are not limited to requiring secure networks, the use of encryption, the ability to audit certain employee access to certain information; strong passwords and log in information, and specific training.

Unfortunately, sometimes the precautions are not sufficient to prevent an unauthorized disclosure. If there is an unauthorized disclosure, Anoka County will make every effort to correct the problem, mitigate any further disclosures and if warranted, address the disclosure through a disciplinary process as provided for in our Personnel Policies. Additionally, Anoka County is required to comply with the law. Specifically, Minn. Stat. § 13.055 subd. 2 requires that Anoka County must:

...disclose any breach of the security of the data following discovery or notification of the breach. Written notification must be made to any individual who is the subject of the data and whose private or confidential data was, or is reasonably believed to have been, acquired by an unauthorized person and must inform the individual that a report will be prepared under paragraph (b), how the individual may obtain access to the report, and that the individual may request delivery of the report by mail or e-mail. The disclosure must be made in the most expedient time possible and without unreasonable delay.

If you believe your data may have been accessed or disclosed in an unauthorized manner, please contact the responsible authority as soon as possible.

Data Request Form – Data Subjects

Date of request: _____

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

Both inspection and copies

Note: inspection is free but a fee is charged for copies as outlined in the Anoka County Data Privacy Policy for Data Subjects

This is the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within 10 business days.

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.