

# Minnesota Government Data Practices Act - Policy & Procedures for Requesting Information from Sourcewell Technology ("SWT")

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## Policy Statement

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SWT will provide convenient and timely access to public information in accordance with the Minnesota Government Data Practices Act ("MGDPA"), Chapter 13 of the Minnesota Statutes. The Chief Technology Officer is the Responsible Authority ("RA") under the MGDPA and is responsible for managing and fulfilling requests for information under the MGDPA. The Chief Legal Officer is the Data Practices Compliance Official ("DPCO") under the MGDPA and is responsible to respond to questions or concerns regarding data access or other problems. The Principal Security Architect/Principal Enterprise Architect, CISSP®, who reports to the RA, is a "Designee" under the MGDPA appointed by the RA to be in charge of systems containing government data and to receive and comply with data requests under the MGDPA. Whenever possible, SWT will direct requestors to existing sources of public information.

## How to Request Public Data

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You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The MGDPA allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Charges for copies of data will comply with the MGDPA. The DPCO will respond to the requestor with an estimate of the charges for the copies. Charges must be paid in full prior to the receipt of the copies.

### 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¢ for a one-sided copy, or 50¢ for a two-sided copy.

### Most other types of copies – actual cost

The charge for 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 sending the data.

In determining the actual cost of making copies, we include employee time, 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 copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

## Data Request Form

All data requests must be in writing. SWT uses the Data Request Form available at <http://www.sourcewelltech.org>. If you do not use the Data Request Form, your request should:

- State that you are making a request for public data under the MGDPA (Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

## Data Practices Contacts

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Data Request Forms or other written requests must be directed to the following SWT contacts:

### Responsible Authority

Corey Tramm, Chief Technology Officer

1667 Snelling Ave. N.

St. Paul, MN 55108

Direct: 651-999-6502

Email: [corey.tramm@sourcewelltech.org](mailto:corey.tramm@sourcewelltech.org)

### Data Practices Compliance Official

Susan Mussell, Chief Legal Officer

1667 Snelling Ave. N.

St. Paul, MN 55108

Direct: 651-999-6216

Email: [susan.mussell@sourcewelltech.org](mailto:susan.mussell@sourcewelltech.org)

### Data Practices Designee

Ryan Coutier, Principal Security Architect/Principal Enterprise Architect, CISSP®

1667 Snelling Ave. N.

St. Paul, MN 55108

Direct: 651-999-6822

Email: [ryan.cloutier@sourcewelltech.org](mailto:ryan.cloutier@sourcewelltech.org)

## How We Will Respond to Your Data Request

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We will acknowledge receipt of your data request within three (3) business days of receipt.

- We may ask you to clarify what data you are requesting.
- We will work with you on a time frame for response, and help narrow the request as much as possible in order to provide the information requested as soon as possible.
- Requestors should understand that requested data may need to be gathered from several departments or individuals.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - Arrange a date, time, and place for you to inspect the data at our offices; or
  - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in that format and we can reasonably make a copy.
  - Response time will be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within twenty (20) working days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

The MGDPA does not require SWT to create or collect new data in response to a data request, 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.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

## Requests for Summary Data

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Summary data means reports or statistical data derived from private data and from which all identifying information is removed. If you request summary data, you are required to pay SWT for the costs of preparing summary data, which may include employee time, material programming costs, etc. Within ten (10) business days of receipt of your request, SWT will inform you: (1) whether it is possible to produce summary data without compromising confidentiality, and (2) if so, the time schedule and the estimated costs for producing the summary data. Charges must be paid in full prior to the information being processed. You may use the Data Request Form to request summary data.

## Standing Requests

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Standing requests will be honored for sixty (60) days, after which you must renew them to ensure that you are still interested in receiving the data.

## Keeping Data Secure

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SWT has policies and procedure relating to the privacy and security of information. These policies can be found at: <http://sourcewelltech.org>.

In the event of an unfortunate "security incident" or "privacy incident" as defined in such policies, SWT will report the event to its school customers within five (5) business days , subject to any restrictions imposed by law enforcement authorities as described in further detail in the policy.