

Data Practices

Policy No: 2.1.003

Questions? Contact the

City Clerk Claudia Ettesvold

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Original Policy Date:

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Reviewed By: Alyssa Swanson

PURPOSE

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (Data Practices Act), govern all data and similar information collected, created, received, maintained, or disseminated by the City of Victoria (City). Generally, the Data Practices Act presumes that all Government Data are public unless a State or Federal law provides for a different classification. It also requires the City to prepare a written data access policy and update it at least annually, if needed.

The Data Practices Act provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The Data Practices Act regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data. This Data Practices Policy (Policy) addresses both public and non-public data procedures as required by the Data Practices Act and Advisory Opinions offered by the Minnesota Department of Administration and other State agencies, as applicable.

RESPONSIBILITY

Responsible Authority and Data Practices Compliance Official. The Data Practices Compliance Official is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The City Council has by separate resolution appointed the City's Responsible Authority and the Compliance Official for the Act. By written order, the Responsible Authority may designate any City employee as their designee to be in charge of individual files or systems containing government data and to receive and comply with requests for government data.

All questions regarding this policy should be directed to the City's Responsible Authority/Data Practices Designee.

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DATA PRACTICES FOR PUBLIC**How to Request Public Data**

Anyone may make an appointment to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or request copies of public data that the City keeps. You may make your request by filling out an [online form](#) or one [prescribed by the City](#).

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide 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.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- i. We may ask you to clarify what data you are requesting.
- ii. If we do not have the data, we will notify you as soon as possible.
- iii. If we have the data, but we are prohibited by law to provide it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- iv. If we have the data, and the data is public, we will respond to your request within a reasonable amount of time by doing one of the following:
 - v. Arrange a date, time, and place for you to inspect the data at our offices; or
 - vi. Email you the requested information.
 - vii. If there is a cost associated with the request, we will contact you with an estimate that will need to be paid prior to fulfilling the request.
 - viii. 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.
 - ix. Response time may be impacted by the size and/or complexity of your request, and also by the number of requests made in a given period of time.
 - x. Once the data has been sent to you, we consider the request fulfilled.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us 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 is 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

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

You may use the data request form to request summary data. We will respond to your request after payment has been made and staff has been able to obtain the data for this service.

DATA PRACTICES FOR DATA SUBJECTS

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

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 is not public. Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

- A. **Public Data.** The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. For example, your name on an application for a permit from the City is public data.
- B. **Private Data.** We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. For example, a City employee’s Social Security Number is private data.
- C. **Confidential Data.** Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data is about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. For example, your identity as a mandated reporter of child abuse or neglect is confidential data.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

- x. **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 appointed guardian. Minors have the right to ask us 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 will 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.

- xii. **When We Collect Data from You.** When we ask you to provide data about yourself that is not public, we must give you a notice called a Tennessen 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 must use the consent form we provide.

- xiii. **Protecting Your Data.** The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data is 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.

- xiv. **When Your Data is Inaccurate 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

You can ask to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

You can ask to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or ask for copies of public data that we keep.

You may make your request by filling out an [online form](#) or one prescribed by the City. City staff may not be able to accommodate walk-in requests so making an appointment to inspect data is strongly encouraged.

We require 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 legal guardian, you must show legal documentation of your guardianship. Please see **Appendix 1: Standards for Verifying Identity**. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Unless the data is private data about you, the City has reasonable time to respond to your request but will try to complete your request as swiftly as we are able. Upon receiving your request, we will review it.

- xv. We may ask you to clarify what data you are requesting.
- xvi. We will ask you to confirm your identity as the data subject.
- xvii. If we do not have the data, we will notify you within 10 days by email.
- xviii. If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- xix. 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:
 - a. Arrange a date, time, and place to inspect data in our offices, for free; or
 - b. Provide you with the data within 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 or CD-ROM) upon request if we keep the data in electronic format
- xx. We will provide notice to you about our requirement to prepay for copies.
- xxi. Following our response, if you do not make arrangements within 15 business 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.
- xxii. After we have provided you with your requested data, we do not have to show you the same data again for six months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us 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.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Legal Requirement

The adoption of this policy by the City of Victoria satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

Procedures Implementing This Policy

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City of Victoria has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. **See Appendix 2.** To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data. In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

Data Sharing with Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law

Ensuring that Not Public Data is Not Accessed Without a Work Assignment

Within the City, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- i. Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- ii. Password protecting employee computers and locking computers before leaving workstations
- iii. Securing not public data within locked workspaces and in locked file cabinets
- iv. Shredding not public documents before disposing of them

Penalties for Unlawfully Accessing Not Public Data

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

COPY COSTS AND PAYMENT

The City of Victoria charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-payment is mandatory for all requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City will require a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

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.

For 100 or More Paper Copies, or 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 transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies/providing data, the City considers factors including but not limited to:

- v. Staff time to:
 - a. retrieve documents (except when the subject of the data is making the request);
 - b. make, certify and compile copies/data;
 - c. sort and label documents only if necessary to identify the data to be copied/sent;
 - d. remove staples or paper clips;

Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, 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

- vi. Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- vii. Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- viii. Mailing costs; and/or
- ix. Costs to pay an outside vendor (including transportation to and from the vendor if stored off-site) and if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

SCOPE

This policy applies to all requests made to the City of Victoria.

AUTHORITY

Administrative implementation of policy. Minnesota Government Data Practices Act.

APPENDIX 1: STANDARDS FOR VERIFYING IDENTITY

To be completed by staff member responding to data request:

The following constitute proof of identity:

- i. An adult individual must provide a valid photo ID, such as
 - ii. a driver's license
 - iii. a state-issued ID
 - iv. a tribal ID
 - v. a military ID
 - vi. a passport
 - vii. the foreign equivalent of any of the above
- viii. A minor individual must provide a valid photo ID, such as
 - ix. a driver's license
 - x. a state-issued ID (including a school/student ID)
 - xi. a tribal ID
 - xii. a military ID
 - xiii. a passport
 - xiv. the foreign equivalent of any of the above
 - xv. The parent or guardian of a minor must provide a valid photo ID and either
 - xvi. a certified copy of the minor's birth certificate or
 - xvii. a certified copy of documents that establish the parent or guardian's relationship to the child, such as

- xviii. a court order relating to divorce, separation, custody, foster care
- xix. a foster care contract
- xx. an affidavit of parentage
- xxi. 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:
- xxii. court order(s)
- xxiii. valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

APPENDIX 2: DATA INVENTORY

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
General				
Audit Data	Data relating to an audit, examination or investigation performed by the state auditor. Data provided for purpose of review and verification must be protected from unlawful disclosure.	Protected Non-public/ Confidential	Minn. Stat. § 6.715, subd. 5	Certain employees on an as-needed as part of specific work assignments.
Business Data	Data by a business requesting financial assistance or benefits financed by public funds. Data becomes public when public assistance is provided or the business receives assistance from the City, except that business plans, income and expense projections not related to assistance, customer lists, tax returns and design, market and feasibility studies not paid for with public funds remain private or nonpublic.	Private/Non-public	Minn. Stat. § 13.591	Certain employees on an as-needed as part of specific work assignments.
City Attorney Records	Use, collection, storage and dissemination of data by the city attorney is governed by statutes, rules and professional standards concerning litigation, evidence and professional responsibility. Attorney-client and work product privilege documents are confidential.	Confidential	Minn. Stat. § 13.393	City Manager, City Clerk, certain employees on an as-needed as part of specific work assignments.
Civil Investigative Data	Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.	Confidential/Protected Non-public/Not Public/ Public	Minn Stat. § 13.39	City Manager, City Clerk, certain employees on an as-needed as part of specific work assignments.
Council Meetings with Data Classified as Nonpublic	A part of a meeting must be closed is expressly required by other law or if the certain types of data are discussed: alleged victims or reporters of criminal sexual conduct, domestic abuse, maltreatment of minors/vulnerable adults, active investigative data as defined in Minn. Stat. 13.82, subd. 7, internal affairs data relating to law enforcement misconduct, educational, health, medical, welfare, or mental health data not public under Minn. Stat. §§ 13.32; 13.3805, subd. 1; 13.384; or 13.46, subd. 2, 7.	Private/Public	Minn Stat. § 13D.05	City Manager, City Clerk, Assistant to the City Manager, IT Manager, certain employees on an as-needed as part of specific work assignments.

Elected Officials Correspondence	Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or recipient.	Private/Public	Minn Stat. § 13.601, subd. 2	City Manager, City Clerk, Assistant to the City Manager, IT Manager
Financial Disclosure Statements	Statements of elected or appointed officials which, by requirement by the City, are filed with the City are public data on individuals.	Public	Minn Stat. § 13.601, subd. 1	City Manager, Finance/HR Director, City Clerk, Assistant to the City Manager, IT Manager
Grants	Data created by state agency providing grants and persons/agencies that apply for or receive grants.	Non-public/Private	Minn. Stat. § 13.599	Certain employees on an as-needed as part of specific work assignments.
Identity of Employees Making Complaints	The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by their employer of any federal state law or rule.	Private	Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)	City Manager, Finance/HR Director, HR Technician
Internal Competitive Response	Bid/proposal for goods/services prepared by staff of government entity competing with those solicited by the same entity from the private sector or different entity from the private sector is private or nonpublic until completion of the selection or evaluation process at which time the data are public with trade secret exception (Minn. Stat. § 13.37).	Private/Non-public	Minn. Stat. §§ 13.591, subd. 5; 13.37	Certain employees on an as-needed as part of specific work assignments.
Internal Auditing Data	Data, notes, preliminary drafts or reports created, collected and maintained by the internal audit offices of the City of by person performing audits for the City and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under certain circumstances.	Confidential/Private/Protected Non-public/Public	Minn. Stat. § 13.392	Certain employees on an as-needed as part of specific work assignments.
Judicial Data	Judicial branch data disseminated to the city has the same classification in the hands of the city as it had in the hands of judicial branch providing it.	Confidential/Private/Protected Non-public/Public	Minn. Stat. § 13.03, subd. 4(e)	Certain employees on an as-needed as part of specific work assignments.
Personal Contact and Online Account Information	Data on individual kept by City for notification purposes or as part of subscription list for the City's electronic periodic publications as requested by individual. Includes phone numbers, email, internet usernames and passwords, IP addresses, and other similar data related to the individual's online account or access procedures. Data may only be used for the specific purpose for which person provided the data. Does not include data submitted for purposes of making public comment.	Private	Minn. Stat. §§ 13.356; 13.04, subd., 2	certain employees on an as-needed as part of specific work assignments.

Pleadings	Pleadings in a lawsuit by or against the City	Public	Minn. Stat. § 13.03, subd. 12	Certain employees on an as-needed as part of specific work assignments.
Requests for Proposals	RFP's are not public data until the response are opened. Once opened, the name of the responder is public. All other data in the RFP are private/nonpublic until completion of the evaluation process. After the process is completed, all remaining data are public with the exception of trade secret data. If all responses to RFP are rejected before completing evaluation process, all data, other than that made public at the opening, remain private or nonpublic until a resolicitation for RFP's results in the completion of the evaluation process, or purchase is abandoned. If resolicitation does not occur within one year of the proposal opening data, the remaining data become public.	Private/Non-public/ Not-public/Public	Minn. Stat. §§ 13.591, subd. 3(b); 13.37	Certain employees on an as-needed as part of specific work assignments.
Sealed Bids	Sealed bids, including the number of bids received, prior to opening.	Private/Non-public	Minn. Stat. § 13.37	City Clerk
Security Information	Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, physical injury, etc. Includes crime prevention block maps and lists of volunteers in community crime prevention programs and their home addresses and numbers, but these may be disseminated among other volunteers. If City denies a data request based on security information, the City must, upon request provide a short description explaining the necessity for classification.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.
Service Cooperative Claims Data	Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including long-term disability plan offered through Minnesota service coops and plan participant survey information. Exception applies, see statute.	Non-public	Minn. Stat. § 13.203	City Manager, Finance/HR Director, HR Technician
Social Security Numbers	Social security numbers of individuals, whether in whole or in part. City cannot mail or deliver an item that displays a social security number on the outside of or otherwise visible on the item.	Private	Minn. Stat. § 13.355	City Manager, Finance/HR Director, City Clerk, HR Technician, certain employees on an as-needed as part of specific work assignments.

State Auditor Data	Data relating to audit conducted by the State Auditor's office for purpose of review and verification of the data, prior to publication of the final report of the audit. Final report is public.	Confidential/Protected Non-public	Minn. Stat. § 6.715, subd. 5	certain employees on an as-needed as part of specific work assignments.
Trade Secret Information	Formula, pattern, compilation, program, device, method or process 1) supplied by person or organization; 2) that is the subject of efforts that are reasonable to maintain its secrecy; and 3) derives economic value from not being generally known to, or readily ascertainable by proper means by other persons who could obtain economic value from its disclosure or use.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.
Administration				
Absentee Ballots	Sealed absentee ballots before opening by an election judge.	Private/Non-public	Minn. Stat. § 13.37	City Clerk
Assessor's Data	Data on sales sheets from private multiple listing services organizations, income information on persons used to determine Minn. Stat. § 273.126 class 4(d) property classification; and specified data regarding income properties.	Private/Non-public	Minn. Stat. § 13.51	certain employees on an as-needed as part of specific work assignments.
Candidates for Election to City Council	Data about an individual candidate for election to the City Council is public. Affidavit of candidacy must state an address of residence and phone number. Candidate may request that the address be private data by certifying the police report has been submitted or an order for protection has been issued regarding candidate's or family's safety.	Public/Private	Op. Atty. Gen. NO 852, Oct. 6, 2006; Advis Opinion No. 05-036; Minn. Stat. § 13.607, sub 8, & 204B.06, sub. 1b	City Manager, City Clerk, Assistant to the City Manager
Computer Access Data	Data about a person's access to the City's computer for the purpose of: 1) gaining access to data or information; 2) transferring data or information; or 3) using government services.	Private/Non-public	Minn. Stat. § 13.15	City Manager , IT Manager, Assistant to the City Manager
Deferred Assessment Data	Collected pursuant to Minn. Stat. § 435.193, indicating amount or location of cash or other valuables kept in homes of applicants for deferred assessment.	Private	Minn. Stat. §§ 13.4965, subd. 3; 2763124, subd. 13.	Certain employees on an as-needed as part of specific work assignments.
Federal Contracts Data	All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City.	Private/Non-public	Minn. Stat. § 13.35	Certain employees on an as-needed as part of specific work assignments.
Municipal Bonds Register Data	Data regarding ownership of municipal obligations.	Private/Non-public	Minn. Stat. §§ 13.202, subd. 12; 475.55, subd. 6	Certain employees on an as-needed as part of specific work assignments.

Parking Space Leasing Data	Data on applicants for or lessee of a parking space is private/nonpublic: address, home phone, work hours, place of employment, work phone, location of parking space.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.
Registered Voter Lists	Information contained in the master list of registered voters.	Confidential/Public	Minn. Stat. §§ 13.607, subd. 6; 201.091	City Clerk,
Security Service Data	Data by collected, created or maintained by a security service for purposes of providing security services to the City.	Non-public/Private/Public	Minn. Stat. §§ 13.861; 13.371; & 13.82, sub 2, 3, & 4	Certain employees on an as-needed as part of specific work assignments.
Social Recreational Data	Data on individuals enrolling in recreational or other social programs: name, address, phone, any other identifying data on individual, data describes the health or medical condition of the individual, family relationship, living arrangements, and opinions as to emotional makeup or behavior of individual.	Private	Minn. Stat. § 13.548	Certain employees on an as-needed as part of specific work assignments.
Solid Waste Customer Lists	Customer lists provided to the City by solid waste collectors.	Private/Non-public	Minn. Stat. §§ 13.7411, subd. 4(c); 115A.93, subd. 5	City Manager, City Clerk
Transportation Service Data	Personal, medical, financial, familial, or locational information, except the name, of applicants or users of transportation service for the disabled or elderly.	Private	Minn. Stat. § 13.72, subd. 10	Certain employees on an as-needed as part of specific work assignments.
Community and Real Property				
Appraisal Data	Appraisals made for the purpose of selling or acquiring land through purchase or condemnation	Confidential/Protected Non-public/Public	Minn. Stat. § 13.44, subd. 3	Certain employees on an as-needed as part of specific work assignments.
Award Data	Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance.	Private/Non-public	Minn. Stat. § 13.48	Certain employees on an as-needed as part of specific work assignments.
Benefit Data	Data on individuals, business entities, collected or created when they seek information about becoming, is, or was an applicant for or recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City.	Private/Public	Minn. Stat. § 13.462	Certain employees on an as-needed as part of specific work assignments.

Housing Agency Data	Correspondence between the agency and agency's attorney containing data collected as part of an active investigation for the purpose of commencing or defending potential or actual litigation; income information on persons collected and maintained to determine property tax classification eligibility; data pertaining to negotiations with property owners regarding purchase of property.	Confidential/Private/ Protected Non-public/ Non-public/Public	Minn. Stat. § 13.585	Certain employees on an as-needed as part of specific work assignments.
Property Complaint Data	Identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	Minn. Stat. § 13.44, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Planning Questionnaires	Names and addresses of individuals and business and the legal description of property owned by them, when collected in surveys of individuals conducted by the City for the purposes of planning, development and redevelopment.	Private/Non-public	Minn. Stat. § 13.59	Certain employees on an as-needed as part of specific work assignments.
Redevelopment Data	Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in City surveys for planning, development and redevelopment.	Private/Non-public	Minn. Stat. § 13.59	Certain employees on an as-needed as part of specific work assignments.
Personnel				
Applicant Information	Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private. Exceptions: * Veteran status * Relevant test scores * Rank on eligibility test * Job history * Education/training * Work availability * Name, after certified as eligible for appointment to a vacancy or when a final for a position (selected for an interview) * Names of applications to and members of an advisory board or commission.	Private/Public	Minn. Stat. § 13.43	Certain employees on an as-needed as part of specific work assignments.
Applicants to a Public Body	Generally, all data about people who are or were an applicant or an appointed member of a public body is private. Exceptions: * Name	Private/Public	Minn. Stat. § 13.601	Certain employees on an as-needed as part of specific work assignments.

	<ul style="list-style-type: none"> * City of residence (unless residency requirement, then address) * Education and training * Employment History * Volunteer work * Awards and honors * Prior Government Service <p>If actually appointed, add:</p> <ul style="list-style-type: none"> * Residential Address * Email or telephone number where appointee can be reached (City email or phone will suffice) 			
Employee Drug and Alcohol Tests	Results of employee drug and alcohol tests.	Confidential/Private	Minn. Stat. §§ 13.43, subd. 5(c); 181.954, subd. 2 and 3	City Manager, Fire Chief, Finance/HR Director, HR Technician, Public Works Director
Employee Data	<p>Generally all data about current and former employees, volunteers, and independent contractors are private. Exceptions:</p> <ul style="list-style-type: none"> * Name * Actual gross salary * Salary Range * Contract fees * Actual gross pension * Value and nature of employer paid fringe benefits * Basis for and the amount of added remuneration (expense reimbursement and salary) * Job title, description * Education and training background, previous work experience * Date of first and last employment * Existence and status of an complaints or charges against employee, regardless of whether result was disciplinary action * Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are public employees of body 			Certain employees on an as-needed as part of specific work assignments.

	<ul style="list-style-type: none"> * Terms of any agreement settling any dispute arising from employment relationship, including buyout agreement * Work location and phone number *Badge number * Honors and awards received * Payroll sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except that extent that timesheet data would reveal the employee's reasons for use of sick or other non-medical leave are nonpublic data. 			
Employment Training Data	Data on individuals collected, maintained, used or disseminated because an individual applies for or is/has been enrolled in employment and training publicly-funded programs.	Private	Minn. Stat. § 13.47	Certain employees on an as-needed as part of specific work assignments.
Examination Data	Complete versions of personnel and licensing exams.	Confidential/Private	Minn. Stat. § 13.34	Certain employees on an as-needed as part of specific work assignments.
Harassment	Data identifying complainant or other witnesses not accessible in harassment complaint if data would threaten complainant/witness safety. Summary information will be provided to employee against complaints made to prepare them for disciplinary proceeding that has been initiated.	Confidential/Private	Minn. Stat. § 13.43, subd. 8	City Manager, Finance/HR Director, HR Technician
Human Rights Data	Includes investigative data in an open case file, name/address of charging party or respondent, factual basis of allegations, and statute or ordinance on which charge brought; investigative data in closed case file.	Confidential/Private/ Protected Non-public/ Public	Minn. Stat. §§ 13.552; 363A.7; and 363A.35	Certain employees on an as-needed as part of specific work assignments.
Public Safety				
Arson Investigation	Information relating to a fire loss or potential fire loss.	Confidential/Public	Minn. Stat. §§ 13.6905, subd. 26; 299F.055; and 299F.06	City Manager, Fire Chief, Assistant Fire Chief
Child Abuse Report Records	Active/inactive investigative data of child abuse/neglect victims/reporters under Minn. Stat. § 626.556.	Confidential/Private	Minn. Stat. §§ 13.871, subd. 6(b); 13.82, subd. 8, 9; and 626.556	City Manager Finance/HR Director, HR Technician
Criminal History Data	Data maintained by agencies, political subdivisions, statewide systems are classified as private, except that data kept by the BCA identifying an person convicted, the offense, disposition, and other information outlined	Private/Public	Minn. Stat. § 13.87	City Manager, City Clerk, Permit Technician., Planner/Code Enforcement Technician, Finance/HR Director, HR Technician

	by statute are public for 15 years after discharge of the sentence. Data in integrated search service is private. Person subject of the data may only have (1) list of government entities that provided public or private data about them; and (2) data describing what is maintained about them at each entity.			
Criminal History Data – Discharge/Dismissal of Crime	Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.	Not Public	Minn. Stat. § 13.87	City Manager, City Clerk, Permit Technician., Planner/Code Enforcement Technician, Finance/HR Director, HR Technician
EMT or First Responder Misconduct Data	Such reports are confidential or protected nonpublic during active investigation. Except for the EMS Regulatory Board’s final determination, all communications or information received by/disclosed to Board relating to discipline are confidential and privileged.	Confidential/Protected Non-public	Minn. Stat. §§ 13.383, subd. 2; 144E.305, subd, 3	City Manager, Fire Chief, Assistant Fire Chief, Finance/HR Director, HR Technician
Emergency Telephone Service	Names, addresses and phone numbers provided to a 911 or other emergency system.	Private	Minn. Stat. §§ 13.202, subd. 6; 403.07, subd. 3, 4	City Manager, Fire Chief, certain employees on an as-needed as part of specific work assignments.
Hazardous Substance Emergency	Information contained in hazardous materials notification reports made under Minn. Stat. §§ 299F.091 to 299F.099.	Non-public	Minn. Stat. §§ 13.6905, subd. 27; 299F.095; and 299F.096, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Health Data	Data on individuals relating to the identification, description, prevention and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect public health.	Private	Minn. Stat. § 13.3805, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Safe at Home Data	Identity and location data of Safe at Home Program participants not otherwise classified by law are private data. Data on participant who submits a notice that they are certified part of address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) express consent from participant; 2) court order; 3) data subject to sharing pursuant to Minn. Stat. 5B.07, subd. 2.	Private	Minn. Stat. §§ 13.805; 5B.07, subd. 1	Certain employees on an as-needed as part of specific work assignments.