

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY

**POLICY SERIES:** Data Privacy and Records

**SUBJECT:** Public Data Access

**BOARD APPROVED:** February 2013

**REVISION DATE:**

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### DPR160 Public Data Access

#### I. PURPOSE

This policy is to ensure that all data collected, created, received, maintained or disseminated by the District, which are classified by statute or federal law as public, will be accessible to the public pursuant to the procedures established by the District.

#### II. GENERAL STATEMENT OF POLICY

All data collected, created, received, maintained or disseminated by the District, regardless of how it may be generated or stored, are public unless a state or federal law says the data are not public. Members of the public have the right to look at (inspect) all public data that the District keeps, free of charge. Members of the public also have the right to get copies of public data, with charge.

#### III. DATA REQUESTS

To inspect data or request copies of data that the District keeps, make a written request to Anne Becker, General Counsel and Director of Human Resources, 1820 Xenium Lane North, Plymouth, MN 55441.

Written requests should include the following information:

- That it is a request for data under the Minnesota Government Data Practices Act;
- Whether it is request to look at the data, get copies of the data, or both; and
- A clear description of the data to be inspected or copied.

The District's form for data requests may be used but is not required. Requestors are not required to identify themselves or explain the reason for the data request. However, the District may need some identifying information to process the request. In addition, if the District does not understand the request and has no contact information, the District will not be able to begin processing the request.

#### IV. RESPONSE TO DATA REQUESTS

A. Upon receiving a written data request, the District will work to respond within a reasonable timeframe.

- If the District does not have the data, notification will be provided

as soon as reasonably possible.

- If the District has the data, but the data are not public, notification will be provided as soon as reasonably possible with information about which specific law says the data are not public.
- If the District has the data, and the data are public, the District will respond within a reasonable amount of time by doing one of the following:
  - Arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
  - Provide copies of the data for pick-up, mail or fax, as soon as reasonably possible. The District will provide electronic copies upon request if the data is kept in electronic format

B. If requested, the District will provide an explanation for some of the technical terminology, abbreviations, or acronyms of the data.

C. The District is not required to create or collect new data in response to a data request if the District does not already have the data, or to provide data in a specific form or arrangement if the data is not kept in that form or arrangement. (For example, if the data requested are on paper only, the District is not required to create electronic documents to respond to the request.)

## **V. REQUESTS FOR SUMMARY DATA**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The District will prepare summary data in response to a written request and payment for the cost of creating the data.

### ***Legal References:***

[Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)

### ***Cross References:***

[Student Data Privacy Rights Policy](#)

[Public Data Access Policy](#)

[Personnel Data Privacy Policy](#)