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Custodian of Policy: Hennepin Technical Colleges's Minnesota Data Compliance Official

RIGHT TO ACCESS PUBLIC DATA PROCEDURE

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. 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 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.

How to Make a Data Request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed under Data Practices Contacts.

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

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- 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.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- 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 as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.

- 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 to inspect data, for free, if your request is to look at the data, or
    - Provide you with copies of the data as soon as reasonably possible. 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.

      Information about copy charges is in the Copy Costs section.

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.

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. Upon receiving your written request – you may use the data request form – we will respond within 10 business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

1. ***Responsible Authority***
   Joy Bodin, President
   Hennepin Technical College
   9000 Brooklyn Blvd
   Brooklyn Park, MN 55445 763-488-2401
   joy.bodin@hennepintech.edu

2. **Data Practices Compliance Official**
   Gary Bridges
   9000 Brooklyn Boulevard
   Brooklyn Park, MN 55445
   gary.bridges@hennepintech.edu

Copy Costs

Hennepin Technical College charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. You must pay for copies before we will give them to you.

1. **Most Other Types of Copies – Actual Cost**

   The charge of copies 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, we factor in 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 reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

   The cost of employee time to search for data, retrieve data, and make copies is $20.00 per hour.

   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.

Data Request Form

Contact Information (optional)

Provide sufficient information if you want the college to be able to contact you to clarify your request, to let you know that your data are available, to send you the bill for copies, if requested, and to send you the requested data.

Name: _____

Address: _____

Phone number/email address: _____

Staff Verification

Request date: _____

I am requesting access to data in the following way:

- ☐ Inspection
- ☐ Copies
- ☐ Both inspection and copies

These are the data I am requesting: _____

_____

_____

_____

Describe the data you are requesting as specifically as possible.

_____

_____

_____

_____

We will respond to your request within 10 business days.