



# Data Access Policy for Members of the Public

## Purpose:

### **Right to Access Public Data**

The 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, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Fond du Lac Tribal and Community College 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 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.

## Policy Language:

### **How to Make a Data Request**

To look at data or request copies of data that Fond du Lac Tribal and Community College keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page two. You may make your written request for data by mail, fax, or email using the data request form on page four.

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

- That you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Whether you would like to look at the data, get copies of the data, or both; and
- A clear description of the data you would like to inspect or have copied.

Fond du Lac Tribal and Community College 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 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 written request, we will work to process it.

- 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 is not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data is 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 it to look at the data, or
  - provide you with copies of the data as soon as reasonable possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. 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 on page three. We also will arrange for you to pre-pay for the copies.

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 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 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.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

### **Requests for Summary Data**

Summary data are statistical records or reports 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. Fond du Lac Tribal and Community College will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request (you may use the data request form on page four) we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

### **Data Practices Contacts**

#### **Responsible Authority**

President  
 2101 14<sup>th</sup> St  
 Cloquet, MN 55720  
 Phone: (218) 879-0804  
 Fax: (218) 879-0728

#### **Data Practices Designee**

Director of Marketing & Communications  
 2101 14<sup>th</sup> St  
 Cloquet, MN 55720  
 Phone: (218) 879-0820  
 Fax: (218) 879-0814

**Data Practices Compliance Official**

Executive Human Resource Officer

2101 14<sup>th</sup> St

Cloquet, MN 55720

Phone: (218) 879-0879

Fax: (218) 879-0728

**Does This Policy Have a Procedure?**

Yes - Imbedded within the policy.

**List Related Policies, Procedures or Forms:**

[Ch. 13 MN Statutes](#)

Optional: Data Request form available from Human Resources

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**Date Policy was Originally Adopted:** September 2022  
**Responsible Division/Author:** Human Resources/EHRO  
**Review Date(s):**