



# Data Practices

## PUBLIC INFORMATION ONLINE

Much public information about the Minnesota State Colleges and Universities system is available on the Internet. The following system-wide sites are accessible to the public and may contain the information you need

### Minnesota State Colleges and Universities Web Sites

[www.mnscu.edu/](http://www.mnscu.edu/) - This is MnSCU's main Internet web site (Go Places). Links to all system college and university Web sites are accessible through this site.

[www.mnscu.edu/board](http://www.mnscu.edu/board) - Site includes roster of board members, committees, calendar of upcoming meetings, Board Policies and more.

#### **ACADEMIC & STUDENT AFFAIRS –**

##### **Main Site**

Center for Teaching and Learning  
Office of Instructional Technology  
Fire/EMS Safety Center  
Faculty Licensure  
International education  
ISEEK  
MnSAT  
Mn Transfer  
Distance Learning  
The Teacher Center

[www.academicaffairs.mnscu.edu](http://www.academicaffairs.mnscu.edu)

[www.ctl.mnscu.edu](http://www.ctl.mnscu.edu)

<http://d2l.project.mnscu.edu>

[www.firecenter.mnscu.edu](http://www.firecenter.mnscu.edu)

[www.licensure.mnscu.edu](http://www.licensure.mnscu.edu)

[www.studentaffairs.mnscu.edu](http://www.studentaffairs.mnscu.edu)

[www.iseek.org](http://www.iseek.org)

<http://mnsat.mnscu.edu>

[www.mntransfer.org](http://www.mntransfer.org)

[www.mnonline.mnscu.edu](http://www.mnonline.mnscu.edu)

[www.teachercenter.mnscu.edu](http://www.teachercenter.mnscu.edu)

#### **DIVERSITY & MULTICULTURALISM**

##### **– Main Site**

[www.diversity.mnscu.edu](http://www.diversity.mnscu.edu)

#### **FINANCE – Main Site**

Budget Unit  
Facilities  
Student Loan Service Center

[www.finance.mnscu.edu](http://www.finance.mnscu.edu)

[www.budget.mnscu.edu](http://www.budget.mnscu.edu)

[www.facilities.mnscu.edu](http://www.facilities.mnscu.edu)

[www.slsc.mnscu.edu](http://www.slsc.mnscu.edu)

#### **GOVERNMENT RELATIONS**

Legislative Updates

[www.mnscu.edu/about/legislative/index.html](http://www.mnscu.edu/about/legislative/index.html)

#### **HUMAN RESOURCES – Main Site**

[www.hr.mnscu.edu](http://www.hr.mnscu.edu)

#### **INFORMATION TECHNOLOGY**

##### **SERVICES – Main Site**

[www.its.mnscu.edu](http://www.its.mnscu.edu)

## Data Practices

### When can I disclose data?

Data that has been classified as public may be disclosed to anyone who requests access. Data classified as nonpublic, private or confidential cannot be disclosed unless the requesting party has authority to access the data. If you have any questions about whether data is public or private, do not disclose the information until you have consulted with the appropriate personnel on your campus. **Nancy Paulson** and **Richard Kangas** are the campus Data Practices Compliance Officers.

In general, student and personnel data is private and should not be disclosed without express authority to do so. This means you should not talk about individual students or employees except to those within the college (an agent, employee or certain contractors) who have a legitimate need to know. **The school's foundation is not an agent, employee or contractor who would be able to gain access.** The MnSCU system office is permitted access when there is a legitimate reason to share the data with that office.

Do not have conversations about private student or personnel matters on cellular phones, in hallways, restaurants or other places where you are likely to be overheard.

### What if I receive a request for data?

You should forward the request to the appropriate administrator on your campus immediately as the law requires a response to requests within a specific time frame. If a student who is in your class or is your advisee asks for access to private data about him/herself, you should provide access. In most other cases, however, you should not attempt to respond to the request.

## Security Breach Reporting

State law requires Minnesota State Colleges and Universities to notify individuals of a breach of the security of their private or confidential data – regardless of the form of the data. Timely notice is important to counteract potential identity theft. Good faith acquisition of data by an employee, contractor or agent of MnSCU is not considered a breach so long as the data is not additionally provided to an unauthorized person.

***Any employee who believes he or she is aware of an unauthorized acquisition of data, which compromises the security and classification of that data, is expected to report the incident to his or her supervisor or manager immediately.*** Suspected electronic breaches may also be reported to the Office of the Chancellor Information Technology Department.



# **PROCEDURES FOR ACCESSING PUBLIC INFORMATION**

## **Central Lakes College**

This document is designed to assist you in obtaining public information for Central Lakes College; it answers such questions as who to contact and how to make a request. Our goal is to respond to requests for public information in a timely and efficient manner.

### **General Guidelines:**

- Any member of the public is allowed to view public information without charge.
- Viewing of public information will be at reasonable times and places.
- Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
- Viewing includes remote access and the ability of the public to download the data on the public's own computer, but in some cases, we may charge for such access.
- We will provide access to public data as soon as we reasonably can, but we may not be able to provide the information you want immediately because we need time to locate or copy the information.
- We do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. See the attached schedule for information on copy charges.
- You are not required to identify yourself unless we need the information for some purpose such as sending the data, or clarifying your request; you don't have to tell us why you want the information.
- Upon request, we will explain the content and meaning of the data.
- If we store the public data you want on a computer, you may ask that we provide a copy to you in electronic form, and we will do so if we reasonably can. We do not have to provide the data in a format or program that is different from how we store it, but if we agree to do so, we will charge you for the cost of providing the copy.
- If we decide that the data you request is not public, we will notify you orally or in writing as soon as we reasonably can, and will tell you which law applies. If you ask, we will provide our decision in writing.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**CENTRAL LAKES COLLEGE**

**SCHEDULE OF**

**STANDARD COPYING COSTS**

Central Lakes College (CLC) shall collect all necessary fees prior to releasing copies, unless other arrangements for payment have been agreed upon. CLC will not charge another governmental entity for copies provided as part of the normal course of business. Checks for copies provided by the CLC should be made out to "Central Lakes College."

CLC's standard charge for making copies of data in response to data practices requests is 15 cents a page. This charge is based on the actual average labor and material costs of support staff making copies on CLC photocopiers.

Some data requests involve producing copies from computer, microfilm, or other machine-based recording systems. In those instances, the CLC's standard charge is the actual labor plus material costs of producing copies from those systems. The actual cost of labor will depend upon the personnel required for the request. The CLC may provide an estimate of costs before completing a request.

In addition to charging for the cost of copying, the CLC policy is to charge for the cost of searching for and retrieving the data to be copied, as permitted under the Minnesota Government Data Practices Act. *See* Minn. Stat. §§ 13.03, subd. 3 and 13.04, subd. 3 (providing that where the requester asks for copies of public data and the requester is not the subject of the data, the requester may be charged for the actual costs of searching for and retrieving the data to be copied). CLC's charge for searching for and retrieving data for the purpose of copying will depend upon the personnel required for the request.

CLC's policy is also to charge for any actual costs incurred for mailing or electronically transmitting the copies requested. We may also charge a fee for copies of data that have commercial value.

**NOTE:** The responsible authority designee handling a data practices request for copies of data retains the discretion to reduce or waive CLC's standard charges for copying in appropriate circumstances, such as when the copying costs are minimal.

## HOW TO MAKE ROUTINE REQUESTS FOR PUBLIC INFORMATION

### CENTRAL LAKES COLLEGE

#### A. PUT YOUR REQUEST IN WRITING

Your request should be as specific as possible, describing the information you want as clearly as you can. We may need some time to locate the information you are requesting; clearly stating your request will help us to respond more efficiently. Please state that you are making a request under the Minnesota Government Data Practices Act.

#### B. SEND YOUR REQUEST TO THE APPROPRIATE PERSON

##### **For Student Affairs (Academic Records) contact:**

Registrar  
Central Lakes College  
501 West College Drive  
Brainerd, MN 56401  
(218) 855-8017  
FAX: (218) 855-8038

##### **For Personnel Records, contact:**

Director of Human Resources  
Central Lakes College  
501 West College Drive  
Brainerd, MN 56401  
(218) 855-8054  
FAX: (218) 855-8057

##### **If you have other questions about access to public data, contact:**

Nancy Paulson, Director of Human Resources  
Central Lakes College  
501 West College Drive  
Brainerd, MN 56401  
[npaulson@clcmn.edu](mailto:npaulson@clcmn.edu)  
(218) 855-8054  
FAX: (218) 855-8057

