DATA PRACTICES

PURSUANT to Minnesota Statutes, section 13.05, the Minnesota Government Data Practices Act, the **Responsible Authority (RA)** for the Scott County Community Development Agency (CDA) is:

Julie Siegert, Executive Director

PURSUANT to Minnesota Statutes, section 13.05, the Minnesota Government Data Practices Act, the **Data Practices Compliance Official (DPCO)** for the Scott County CDA is:

Sarah Kidwell, Deputy Executive Director

Inquiries regarding government data created, maintained, or disseminated by the Scott County CDA are to be made to the following designees:

Housing Programs
Molly Link, Housing Director
(952) 641-5185 | mlink@scottcda.org

Financial
Adam Johnson, Finance Director
(952) 641-5179 | ajohnson@scottcda.org

Business & Community Development
Jo Foust, Business & Economic Development Director
(952) 496-8830 | jfoust@scottfss.org

Administration
Sarah Kidwell, Deputy Executive Director
(952) 487-8730 | skidwell@scottcda.org

NOTE: In the absence of any of the above-listed designees, requests may be made to the DPCO.

Requests for data forms are available at the office of the Scott County CDA. Requests for data clearly classified as public may be received and processed by the designee or staff in the department where the request was made. Disputes regarding the release of data will be referred to the DPCO during normal business hours. No data under dispute will be released by agency staff. A copy of the Scott County CDA's Guides for Requesting Information is available for review upon request.

This institution is an equal opportunity provider and employer.

Guide for Requests for Data About You and Your Rights as a Data Subject

Scott County Community Development Agency (CDA)

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Reviewed May 2026

Boilerplate for this document has been provided by:

MN Department of Administration, Information Policy Analysis Division
201 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155
Voice: 651.296.6733 or 800.657.3721 Fax: 651.205.4219 Email: info.dpo@state.mn.us
Website: https://mn.gov/admin/data-practices/data/rules/policies/ July 2025

What is a "Data Subject"?

When government has information recorded in any form (paper, harddrive, 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.

When Scott County CDA Has Data About You

Scott County CDA has data on many people, such as employees, job applicants, vendors, program participants, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Scott County CDA must also keep all government data in a way that makes it easy for you to access data about you.

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:

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. The following is an example of public data about you: if you are an employee of a government entity, the fact that you work for the entity, and your job title.

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. The following is an example of private data about you that we might have: your Social Security number.

Confidential data:

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. The following is an example of confidential data about you: *if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential.* We can share confidential data about you with the Scott County CDA staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

As a data subject, you have the following rights.

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.

Access to Your Data on Minor Children

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.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes 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.

Protecting your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are 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.

When your Data are Inaccurate and/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

To look at (inspect) data, or request copies of data that the Scott County CDA keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts document on page 1. You may make your written request by mail, fax, or email, using the data request form on page 6.

We recommend using the sample Data Request Form – Data Subjects on page 6. If you do not choose to use the data request form, your written request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

The Scott County CDA requires 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 guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document located on page 12. 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

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you *in writing* within 10 business days.
- 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.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
    - Arrange a date, time, and place to inspect data in our office, ensuring you have an opportunity to inspect data within 10 business days of your request at no charge; or

- Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. 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 electronic format and we can reasonably make a copy.

- Following our response, if you do not arrange to inspect the data or pay for copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for the data that have been produced.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 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.

Data Practices Contacts

Responsible Authority

Executive Director
100 5th Avenue E, Shakopee MN 55379
952-402-9022

As the Responsible Authority, the Executive Director, designates the following positions as data practices compliance official and designees:

Data Practices Compliance Official

Deputy Executive Director

Data Practices Designee(s):

Housing Programs - Housing Director

Financial - Finance Director
Business & Community Development - Business & Economic Development Director
Administration – Deputy Executive Director

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we give them to you.

We do not charge for copies if the cost is less than $10.

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.

Actual Cost of Making Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy 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 make copies is $25 per hour.

Data Request Form – Data Subject

Date of request: _____

Contact Information:

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

To request data as a data subject, you must show proof of identity. Please see the Standards for Verifying Identify on Page 11 for acceptable forms of identification.

The data I am requesting:
Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

I am requesting access to data in the following way:
Note: inspection is free, but we charge for copies when the cost is over $10.00.

☐ Inspection ☐ Copies ☐ Both inspection and copies

The Scott County CDA will respond to your request within 10 business days.

To Be Completed by Staff Member Responding to Data Request:

Identification Confirmed:

Date:

Staff Member:

Standards for Verifying Identity

The following constitute proof of identity:

- An **adult individual** must provide a valid photo ID, such as:
  - Driver's license
  - State-issued ID
  - Tribal ID
  - Military ID
  - Passport
  - Foreign equivalent of any of the above

- A **minor individual** must provide a valid photo ID, such as:
  - State driver's license
  - State issued ID (including a school/student ID)
  - Tribal ID
  - Military ID
  - Passport
  - Foreign equivalent of any of the above

- The **parent or guardian of a minor** must provide a valid photo ID *and either:*
  - Certified copy of the minor's birth certificate *or*
  - Certified copy of documents that establish the parent or guardian's relationship to the child, such as:
    - ❖ Court order relating to divorce, separation, custody, foster care
    - ❖ Foster care contract
    - ❖ Affidavit of parentage

- 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:
  - Court order(s)
  - Valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.