

Data Practices Policies

Requests For Data About You, And Your Rights As A Data Subject

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. [The Government Data Practices Act, Minnesota Statutes, Chapter 13](#) (the "Data Practices Act"), says data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes all government data are public unless a state or federal law says the data are not public. Data about you are classified by state law as follows.

- **Public Data:** Some data about you is classified under the Government Data Practices Act as public data. For example, your name on an application for a license from the City is public data. The Government Data Practices Act presumes all government data are public unless a state or federal law says 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.
- **Private Data:** Some data about you is classified as private data. For example, an employee's Social Security number is private data. We cannot give private data to the 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 are examples of private data about you that we might have.
- **Confidential Data:** Some data about you is classified as confidential data. For example, your identity as mandated reporter of child abuse or neglect is confidential data. Confidential data have the most protection. Neither the public nor you can access confidential data, even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and with others as permitted by law or court order.

Your Rights Under The Government Data Practices Act

The City of Golden Valley must keep all government data in a way that makes it easy for you to access data about you. We can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. The following information covers the rights of data subjects.

- **Access To Your Data**

You have the right to look at (inspect), free of charge, public and private data we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act sets the amount we may charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under age 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 the City of Golden Valley 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 may ask you to put your request in writing and to include the reasons we should deny your parents access to the data. We will make the final decision about your request based on the factors listed in Minnesota Administrative Rule 12 05.0500, subpart 3(B). Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **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 Data Practices, or Tennesen Warning. The notice controls what we do with the data 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 may use the consent form we provide.

- **Protecting Your Data:** The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure your data are safe.
- **When Your Data Are Inaccurate Or Incomplete:** You have the right to challenge the accuracy and 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

You may request to look at (inspect) data or obtain copies of data we keep about you, your minor children, or an individual for whom you have been appointed legal guardian. You must make this request in writing. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request by mail, fax, or email, using the [Data Request Form](#).

We recommend using the data request form included with this policy. If you choose not to use the data request form, your request should include:

- a statement that you are making a request for public data under the [Government Data Practices Act, Minnesota Statutes, Chapter 13](#)
- a clear description of the data you would like to inspect or have copied
- instructions for delivering the data to you, stating whether you would like to look at the data, receive copies of the data, or both
- identifying information that proves you are the data subject, or data subject's parent/guardian

The City of Golden Valley may require 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 included in this policy. 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

Once you make your written request, we will process it as follows.

- 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 within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data and the data are public or private data about you, we will respond to your request within 10 business days 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
- provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail, email or fax them to you. We will provide electronic copies (such as CD-ROM) upon request if we keep the data in electronic format.

See below for information about copy charges. We may require you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for six months unless there is a dispute or we collect or create new data about you.

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.

Copy Costs For Data Subjects

The City of Golden Valley may charge you the actual cost for copies of government data about you. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. You may be required to pay for the copies before we will give them to you.

Actual Cost Of Making The Copies

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 we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



City of Golden Valley Data Practices Contacts

Responsible Authority & Data Practices Compliance Official

Theresa Schyma, City Clerk
763-593-8012
tschyma@goldenvalleymn.gov

The following persons are officially designated by the Responsible Authority as “Designees” to be in charge of individual files or systems containing government data and to receive and comply with the requests for government data.

Department Designees

City Clerk/Council

Theresa Schyma, City Clerk
Phone: 763-593-8012
tschyma@goldenvalleymn.gov

City Manager’s Office

(City Manager, Communications, Human Resources, Legal)
Tara Olmo
Phone: 763-593-3991
tolmo@goldenvalleymn.gov

Finance

Sue Virnig, Finance Director
Phone: 763-593-8010
svirnig@goldenvalleymn.gov

Fire

Jill Lund, Administrative Assistant
Phone: 763-593-8057
jlund@goldenvalleymn.gov

Golf

Andrew Bromander, Golf Operations Coordinator
Phone: 763-512-2316
abromander@goldenvalleymn.gov

Information Services

Adam Knauer, IT Supervisor
Phone: 763-593-3975
aknauer@goldenvalleymn.gov

Building Inspections

Claire Huisman, Administrative Assistant
Phone: 763-593-3998
chuisman@goldenvalleymn.gov

Parks & Recreation

Shelia Van Sloun, Administrative Assistant
Phone: 763-512-2347
svansloun@goldenvalleymn.gov

Planning

Amie Kolesar, Planning Assistant
Phone: 763-593-3992
akolesar@goldenvalleymn.gov

Police

Joanne Paul, Support Service Supervisor
Phone: 763-593-8058
jpaul@goldenvalleymn.gov

Public Works

Erin Nielsen, Administrative Assistant
Phone: 763-593-3962
enielsen@goldenvalleymn.gov

Engineering

Carrie Nelson, Administrative Assistant
Phone: 763-593-8027
cnelson@goldenvalleymn.gov