



MINNESOTA STATE

Minnesota State Colleges and Universities System Office Information on Rights of Subjects of Government Data

Employees and students at system institutions are referred to those institutions for access to their information.

Under the Minnesota Government Data Practices Act (MGDPA), individuals who are subjects of data collected or maintained about them by the Minnesota State Colleges and Universities system office have certain rights. This document is informational and based upon provisions of the MGDPA, which are subject to change; it does not amend any rights employees may have under collective bargaining agreements or applicable personnel plans.

Right to know what data is kept about you and how it is classified.

To access public or private data about yourself at the system office, please contact your supervisor or the individual listed for personnel data in the System Office Guide to Accessing Public Information document found at:

<http://www.minnstate.edu/system/ogc/dataprivacy/dataaccessprocedures.html>

We may ask you to make your request in writing. There is no charge for simply viewing your data, but if you ask for copies, there may be a charge pursuant to the system office standard charge on copies policy located through a link at:

<http://www.minnstate.edu/system/ogc/dataprivacy/DataPrivacySystemOfficeChargingforCopies.pdf>

Upon request, you will be informed of the content and meaning of public or private data that is maintained about you.

Access to private data need not be given more often than every six months unless a dispute about the data is pending or additional data is collected or created, or is otherwise required under an applicable collective bargaining agreement or personnel plan.

Access to your data will be given immediately, if reasonably feasible, or within ten working days of your request.

Right to Data Notice (a.k.a. “Tennessee Warning”) When Private or Confidential Data is

Collected From You. When the system office collects data from you that is classified by the MGDPA as private or confidential, you will usually have a right to be notified of the following:

- Why the data is being collected and how it is to be used;
- Whether you are legally required to provide the data, and what the consequences are if you provide or do not provide the data;
- Who has the legal right to have access to the data (not specific names, but categories of persons or entities)

This notice does not need to be in writing.

Right to Challenge the Accuracy or Completeness of Data About You. If you think that data maintained by the system office about you is inaccurate or incomplete, you may file a data challenge to try to have the data changed.

Accurate means the data are reasonably correct and do not contain factual errors; *complete* means that the data describe the history of your contacts with the system office in a complete way. This procedure is not a substitute for any grievance process available under your collective bargaining agreement or applicable personnel plan.

To make a data challenge, write to: Daniel McCabe, Assistant General Counsel, daniel.mccabe@minnstate.edu, and state clearly that you are making an accuracy or completeness challenge; identify the data you are challenging, and what you think should be done. You will receive a decision within thirty days whether the system office agrees with your challenge. If it agrees, your data will be amended appropriately. If the system office disagrees or believes that your request is to something other than the accuracy or completeness of the data, the challenge will be denied.

If your challenge is denied, you have the right to file an appeal with the Commissioner of the Minnesota Department of Administration. Your appeal must be in writing and filed within sixty days of the system office’s decision.

If you believe that public or private data the system office maintains about you is inaccurate or incomplete, you have the right to include a statement of disagreement with the data. If the disputed data is released to a third party, the system office will include your statement of disagreement with the data.

If you have further questions about your rights as a data subject at the system office please contact:

Daniel McCabe, Assistant General Counsel, 30 E. 7th St., Suite 350, St. Paul, MN 55101; 651-201-1833; daniel.mccabe@minnstate.edu, the system office Data Practices Compliance Official.