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<b>Policy Title:</b>	Data Practices Policy Request for Data for Members of the Public Minnesota Statutes, sections 13.025 and 13.03 require this policy.				
<b>Administrator Signature:</b>	<i>Ann E Steh</i>			<b>Approved Date:</b>	07/01/2023
<b>Effective Date:</b>	07.01.2023				
<b>Reviewed Date:</b>		<b>Revision Approved Date:</b>		<b>Policy Version:</b>	
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**Policy Statement:** Horizon Public Health will provide access to public data and it is presumed that all data are public unless a state or federal law says that the data are not public.

**Purpose Statement:** The purpose of this policy is to provide direction in complying with those portions of the MGDPA that relate to private and public information about data subjects and government data.

**Procedures:**

**Your Right to See Public Data**

1. The Government 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 means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.
2. The law also says that Horizon Public Health must keep all government data in a way that makes it easy for you 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.

**How to Request Public Data**

1. You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. A written request via mail or email will be accepted. The written request should go to the Responsible Authority, or Designee, using the data request form below or available on our website.
2. If you do not use the data request form, your request should:

- a. Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
  - b. Include whether you would like to inspect the data, have copies of the data, or both.
  - c. Provide a clear description of the data you would like to inspect or have copied.
3. You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

### **How We Will Respond to Your Data Request**

1. Upon receiving your request, we will review it.
  - a. We may ask you to clarify what data you are requesting.
  - b. If we do not have the data, we will notify you in writing (via mail or email) within a reasonable amount of time.
  - c. If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
  - d. 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:
    - i. Arrange a date, time, and place for you to inspect the data at our offices; or we will provide notice to you about our requirement to prepay for copies.
    - ii. 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 that format and we can reasonably make a copy.
    - iii. Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
2. Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
3. 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.
4. 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.
5. We are also not required to respond to questions that are not about your data requests, or requests for government data.

### **Requests for Summary Data**

1. Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make your request in writing and [pre-pay/pay] for the cost of creating the data.
2. You may use the data request form below to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

## **Data Practices Contacts**

### **Responsible Authority**

Name: Ann Stehn, Administrator

Address: 809 Elm Street Suite 1200 Alexandria MN 56308

Phone number and email address: 320-762-3003 and [anns@horizonph.org](mailto:anns@horizonph.org)

### **Data Practices Compliance Official/Designee**

Name: Betsy Hills, Assistant Administrator of Programs and Services

Address: 809 Elm Street Suite 1200 Alexandria MN 56308

Phone number and email address: 320-762-2928 and [betsyh@horizonph.org](mailto:betsyh@horizonph.org)

Name: Kelsey Peterson, Supervisor

Address: 10 E Hwy 28, Morris, MN 56267

Phone number and email address: 320-208-2226 and [kelseyp@horizonph.org](mailto:kelseyp@horizonph.org)

## **Copy Costs – When You Request Public Data**

1. Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.
2. You must pay for the copies before we give them to you.
3. We do not charge for copies if the cost is less than \$10.00.
4. Multiple requests made within the same 60 business day period will be treated as a single request for the purposes of calculating total copy costs.
5. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

## **For 100 or fewer paper copies – 25 cents per page**

1. 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.

## **Most other types of copies – actual cost**

1. The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

2. In determining the actual cost of making copies, we include 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 that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.
3. Employee time to make copies is \$25.38 per hour. If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

# Data Request Form – Members of the Public

<b>Date of Request</b>					
<b>I am requesting access to data in the following way:</b>					
<b>Inspection</b>	<input type="checkbox"/>	<b>Copies</b>	<input type="checkbox"/>	<b>Both Inspection and Copies</b>	<input type="checkbox"/>
<p><i>Note: Inspection is free but for black and white copies or computer print-outs, please see fee schedule below.</i></p> <p><i>Requests will be honored within 10 working days unless notified that request cannot be honored within that time frame. FEES must be pre-paid and will be based on entire request as follows:</i></p> <p><input type="checkbox"/> <i>Method 1: Copies (100 or less - each side copied counts as 1, legal or letter) \$0.25 per side. (No other charge) Applies to PUBLIC DATA only.</i></p> <p><input type="checkbox"/> <i>Method 2: Copies {101+ or copies larger than legal size}, email, fax, or other forms of duplication -fees will be the actual costs of searching for and retrieving data, including the cost of employee time for making, certifying, compiling and electronically transmitting copies of the data. Fee will be based on actual time with no minimum fee. (Applies to all PUBLIC DATA meeting above qualifications and all PRIVATE DATA accessed by the individual subject of the data.)</i></p>					
<b>Data Requests:</b> <i>(Describe the data you are requesting as specifically as possible)</i>					

**Contact Information**

<b>Name</b>			
<b>Address</b>			
<b>Phone Number</b>		<b>Email Address</b>	

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

**Staff Verification**

<b>Date Request Received</b>		<b>Request Received By</b>			
<b>Public Data</b>	<input type="checkbox"/>	<b>Private Data</b>	<input type="checkbox"/>	<b>Confidential</b>	<input type="checkbox"/>
<b>Request Approved</b>	<input type="checkbox"/>	<b>Request Approved in part</b>	<input type="checkbox"/>	<b>Request Denied</b>	<input type="checkbox"/>
<b>Charges</b>			<b>Type/Amount</b>		
<b>Collected By</b>			<b>Date</b>		