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Policy Title:	Data Practices Policy Request for Data about You and Your Rights as a Data Subject Minnesota Statutes, sections 13.025 and 13.03 require this policy.				
Administrator Signature:	<i>Ann E Steh</i>		Approved Date:	07/01/2023	
Effective Date:	08/01/20201				
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Policy Statement: Data subjects have the right to inspect and obtain copies of public and private data kept about them and this policy is to disseminate data to data subjects In accordance with the Minnesota Government Data Practices Act.

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.

Procedures:

What is a “Data Subject?”

1. When government has information recorded in any form (paper, hard drive, 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 Horizon Public Health has Data about You

1. Horizon Public Health has data on many people, such as clients, employees, vendors, job applicants, etc. We can collect and keep data about you only when we have a legal purpose to have the data. HPH must also keep all government data in a way that makes it easy for you to access data about you.
2. 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:

- a. Public Data
 - i. 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 are examples of public data about you that we might have: your name on an application.
- b. Private Data
 - i. 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 are examples of private data about you that we might have: social security numbers, private health data, family health home visiting client data.
- c. Confidential Data
 - i. 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 to others as permitted by law or court order. The following is an example of confidential data about you: medical or psychological information, names of reporters, adoption records, chemical dependency records, all information related to the IRS, etc.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

- 1. Access to Your Data
 - a. 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.
 - b. Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.
 - c. 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.
 - d. 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.
- 2. When We Collect Data From You
 - a. When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessean 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.

- b. 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.
3. Protecting Your Data
- a. The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.
 - b. 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.
4. When Your Data are Inaccurate or Incomplete
- a. 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

1. You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. You must make your request in writing and can send it to the Responsible Authority or Designee by mail or email. We recommend using the Data Request Form below.
2. If you do not choose to use the data request form, your request should:
 - a. 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).
 - 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.
 - d. Provide proof that you are the data subject or data subject's parent/legal guardian.
3. We 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 legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. 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

1. Upon receiving your request, we will review it.
 - a. We may ask you to clarify what data you are requesting.
 - b. 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.
 - c. 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.

- d. 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:
 - i. Arrange a date, time, and place to inspect data in our offices, for free, or
 - ii. Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format
 - iii. 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.
- e. 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.
- f. 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.
- g. 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

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

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

Name: Kelsey Peterson, Supervisor

Address: 10 E Hwy 28, Morris, MN 56267

Phone number and email address: 320-208-2226 and kelseyp@horizonph.org

Copy Costs – When You Request Data about YOU

1. Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies. You must pay for the copies before we will give them to you. We do not charge for copies if the cost is less than \$10.00.

Actual Cost of Making the Copies

1. 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).

2. 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 \$25.38 per hour.

(This form is available on www.horizonpublichealth.org)

Data Request Form – Data Subjects

Date of Request					
To request data as a data subject, you must show (a valid state ID, such as a driver's license, military ID, or passport) as proof of identity.					
I am requesting access to data in the following way:					
Inspection	<input type="checkbox"/>	Copies	<input type="checkbox"/>	Both Inspection and Copies	<input type="checkbox"/>
<i>Note: Inspection is free but for black and white copies or computer print-outs, please see fee schedule below.</i>					
<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>					
<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>					
<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>					
Data Requests: <i>(Describe the data you are requesting as specifically as possible)</i>					

Contact Information					
Data Subject Name					
Parent/Guardian Name <i>(if applicable)</i>					
Address					
Phone Number		Email Address			
Staff Verification					
Identification Provided					
Date Request Received		Request Received By			
Public Data	<input type="checkbox"/>	Private Data	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
Request Approved	<input type="checkbox"/>	Request Approved in part	<input type="checkbox"/>	Request Denied	<input type="checkbox"/>
Charges			Type/Amount		
Collected By			Date		