



ASPEN ACADEMY DATA PRACTICES REQUEST FULFILLMENT PROCEDURE

Aspen Academy will fulfill all data practices requests in accordance with the Minnesota Government Data Practices Act (MGDPA), Minn Stat. 13. Procedural implementation of this is noted below.

This document explains the process for reviewing or obtaining copies of data held by Aspen Academy. It is required by Minnesota Statutes, section 13.03, subd. 2(b). Aspen Academy Data Practice information can be found in policy 534

<https://aspenacademymn.org/wp-content/uploads/2017/01/Policy-534-11-1-16.pdf>.

The Minnesota Government Data Practices Act (Data Practices Act), Chapter 13 of the Minnesota Statutes, gives all members of the public the right to see and have copies of public government data.

Aspen Academy complies with all data practices requests in accordance with federal, state, and local laws. Aspen Academy will not release data considered private or nonpublic unless required by applicable law.

HOW TO MAKE A REQUEST

You have the right to look at (inspect), free of charge, public data that Aspen Academy holds. You also have the right to get copies of public data. The Data Practices Act allows Aspen Academy to charge for copies, though you may choose to inspect data, free of charge, before deciding to request copies.

Fulfillment of all data practices requests is the responsibility of the data compliance officer. The data compliance officer at Aspen Academy is the Director or designee. To look at data or request copies of data, a written request must be sent to the data compliance officer at office@aspenacademymn.org with the following subjecting line: "Data Request for Data Compliance Officer".

All requests for Aspen Academy's data must be sent in writing to the individual identified above who will review the request to determine whether the request is for public/nonprivate data and may be honored. All acceptable requests will be honored in a reasonable manner and time frame and in accordance with and as allowed by applicable federal, state, and local laws.

Aspen Academy will respond to all data requests as promptly as possible and within statutorily required time frames. Within ten business days, the data compliance officer will send an email communication notifying the requestor that the data practices request has been received and will be fulfilled in accordance with MGDPA.

Aspen Academy may charge a fee for fulfilling such requests, as allowed by law. An estimate of the charge will be provided if requested.

Your written request should be made on the form below and must include:

- Whether you would like to look at the data, get copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- A timeline and subjects you wish searched.

HOW ASPEN ACADEMY RESPONDS TO A DATA REQUEST

Upon receiving your written request, Aspen Academy will work to process it in a reasonably timely manner. Within 10 school days you will receive an acknowledgement letter, email, or phone call stating that Aspen Academy has received your request and is processing it.

Retrieval of the Requested Data: The data compliance officer will retrieve the requested data. Based on the request, this may require coordination of other personnel (e.g. Executive Director, Business Office Manager, Technology Coordinator, board officer, etc.).

Review of the Requested Data: The requested data will be reviewed and redacted to exclude private data. Redaction of the private data may require the assistance of other personnel and legal counsel and lengthen the time to process the request.

If Aspen Academy does not have the data, it will notify you in writing as soon as reasonably possible.

If Aspen Academy has the data, but the data is not public, it will notify you in writing as soon as reasonably possible and state which specific law says the data is not public.

If Aspen Academy has the data, and the data is public, it will respond to your request appropriately and within a reasonable amount of time (usually within 15 to 20 business days, depending on the request), by doing one of the following:

- Arranging a date and time to inspect data at Aspen Academy offices, for free, if your request is to look at the data, or
- Providing you with copies of the data. You may pick up your copies at Aspen Academy. Aspen Academy also will arrange for you to prepay for the copies if your request results in a copy charge. Information about copy charges is found on the Copy Costs section included in this document.

If your request requires clarification in order to process, or if your request could incur significant copy charges, you will receive a follow-up contact by letter, email, or phone call to discuss your request and mutually arrange how Aspen Academy will proceed with the request.

If you come in to review records, an Aspen Academy representative may be with you during your review, particularly if you are reviewing original records or large amounts of documentation.

The Data Practices Act does not require Aspen Academy 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.

The Data Practices Act also does not require Aspen Academy to answer questions that are not requests for data.

COPY COSTS FOR MEMBERS OF THE PUBLIC

Aspen Academy charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subd. 3(c). Charges for copies of data will follow the law. For 100 or fewer paper copies, the charge is \$.25 per copy. For other types or amounts of copies, the charge will vary and will generally be \$.10 per copy. The law authorizes entities to charge the cost of searching for, retrieving, copying and transmitting the data. This may include employee time, materials, and mailing costs. The data compliance officer will respond to the requester with an estimate of the charges for the copies if copies are requested. Charges must be paid in full prior to the receipt of the copies. Charges must be paid by check, made out to Aspen Academy. Aspen Academy cannot and does not charge a fee for separating public data from private data.

DISCRETIONARY COPY CHARGE WAIVERS

If Aspen Academy determines that it is in the best interests of the public and Aspen Academy to release data without copy charges, Aspen Academy may waive your copy charge. Aspen Academy may decide to waive copy charges for a minimal first request, or a media request if it believes that the community at large and Aspen Academy will benefit from release of the data.



PUBLIC DATA REQUEST FORM

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free but we charge for copies as shown in the Data Request Information Document.

This is the data I am requesting:

Note: Describe the data you are requesting as specifically as possible including specific dates and subjects to be searched. If you need more space, please use the back of this form.

Contact Information

Name _____

Address _____

Phone number _____ Email address _____

You do not have to provide any of the above contact information. However, if you want us to mail 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.

Return this form to:
Data Compliance Officer

14825 Zinran Ave
Savage, MN 55378

or

office@aspenacademymn.org Subject: Data Request for Data Compliance Officer

FAX 952-226-5949