

203. Private and Confidential Data – Rights of Data Subjects

In accordance with the Minnesota Data Practices Act, Minnesota Statutes chapter 13 (DPA), the following protocols and information are established by Clearwater River Watershed District (CRWD). This information is provided to you, as the subject of private or confidential data collected by CRWD to explain how (1) CRWD assures that all data on individuals collected by CRWD are accurate, complete and current for the purposes for which they were collected, and (2) to explain the security safeguards in place for CRWD records containing data on individuals.

Rights to Access Government Data

Minnesota law gives you, as the subject of private or confidential data collected by CRWD, and all members of the public the right to see data collected and maintained by CRWD, unless state or federal law classifies the data as not public. In addition, the DPA gives you and all members of the public the right to have access to or, if you wish, to copy any public data for any reason, as long as the data are not classified as not-public or copyrighted.

You have the right to:

- be informed, upon request, as to whether you are a subject of CRWD data and how that data is classified
- know what CRWD's procedures are for requesting government data
- inspect any public data that CRWD collects and maintains at no charge
- see public data that CRWD collects and maintains without telling CRWD who you are or why you want the data
- have public data that CRWD collects and maintains explained to you
- obtain copies of any public CRWD data at a reasonable cost to you
- be informed by CRWD in writing as to why you cannot see or have copies of not-public CRWD data, including reference to the specific law that makes the data not-public
- receive a response from CRWD to a data request in a reasonable time
- contest the accuracy and completeness of public or private data CRWD has on you and appeal a determination by CRWD as to whether the data are accurate and complete
- to ask CRWD, if you are under 18 years old, to withhold information about you from your parents or guardian
- consent or revoke consent to the release of information CRWD has on you
- release all, part or none of the private data CRWD has on you

Security of Private and Confidential Data

State law protects your privacy rights with regard to the information CRWD collects, uses and disseminates about you. The data CRWD collects about you may be classified as:

- Public – anyone can see the information
- Private – only you and authorized CRWD staff can see the information
- Confidential – only authorized CRWD staff can see the information

When CRWD asks you to provide data about yourself that are private, CRWD will give you a notice called a Tennessean warning notice. This notice determines what CRWD can do with the data collected from you and the circumstances under which CRWD can release the data. CRWD will ask for your written

permission before using private data about you in a way that is different from what is stated in the Tennessee notice you receive. CRWD also will ask for your written permission before releasing private data about you to someone other than those identified in the notice.

State law requires that CRWD protect private and confidential data about you. CRWD has established appropriate safeguards to ensure that your data are not inadvertently released or wrongfully accessed. CRWD disposes of private, confidential and other not-public data in accordance with its Records Retention Schedule. Printed data are disposed of by shredding or other method sufficient to prevent the data from being ascertainable. Electronic data are destroyed or erased from media in a manner that prevents the data from being accessed or read. Data-storage systems in CRWD computers are erased in the process of recycling.