

207. Inventory of Not-Public Data on Individuals

This document describes private or confidential data on individuals maintained by the Clearwater River Watershed District (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of CRWD's procedures for ensuring that not-public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the CRWD managers and CRWD legal counsel also will have access to not-public data as needed as part of specific assignments or under certain circumstances.

Please direct all questions about this inventory to the CRWD Data Practices Compliance Official:

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Name of Record, File, Process, Form or Data Type	Description	Data Classification	Classification Citation	Employee/Manager Access
Appeal data	Data maintained as a result of processing appeals of determinations about the accuracy and/or completeness of public and private data on individuals	Public Private	MS 13.03, subd. 4	Administrator
Applicant records	Completed assessments and results, related documentation, and application forms	Public Private	MS 13.43	Administrator, other staff/consultant as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Administrator, other staff/consultant as part of specific work assignments
Advisory Committee member data	Data pertaining to advisory committee applicants and appointees	Public, Private Confidential	MS 13.601	Administrator, other staff/consultant as part of specific work assignments
Civil investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Confidential Public	MS 13.39	Administrator, other staff/consultant as part of specific work assignments
Personal contact and online account information	Phone number, e-mail address, usernames and passwords collected, maintained or received by CRWD for notification purposes or as part of a subscription list for CRWD's electronic publications as requested by the individual	Private	MS 13.356	Administrator, other staff/consultant as part of specific work assignments
Response to data requests	Data collected by the CRWD's DPCO in responding to requests for data maintained by the CRWD	Public Private	Various	Administrator, other staff/consultant as part of specific work assignments
Security information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass or physical injury, if the data were released to the public	Private	MS 13.37	Administrator
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Administrator, other staff/consultant as part of specific work assignments