

PUBLIC DATA REQUESTS

I. PURPOSE

The purpose of this policy is to establish procedures for responding to requests for access to public data maintained by Augsburg Fairview Academy.

Augsburg Fairview Academy recognizes the public's right to access government data while ensuring that private and confidential information is protected in accordance with state and federal law.

II. GENERAL STATEMENT OF POLICY

Augsburg Fairview Academy shall provide access to public data in accordance with the Minnesota Government Data Practices Act.

The school shall respond to requests for public data in a timely manner and shall ensure that requests are handled consistently, transparently, and in compliance with applicable laws governing data privacy.

Data classified as private, confidential, or otherwise protected by law shall not be disclosed except as permitted by law.

III. RESPONSIBLE AUTHORITY

The Executive Director of Augsburg Fairview Academy is designated as the Responsible Authority for purposes of the Minnesota Government Data Practices Act.

The Responsible Authority is responsible for:

1. ensuring compliance with data practices requirements;
2. overseeing responses to requests for public data;
3. ensuring that data are maintained and classified appropriately; and
4. designating individuals who may assist in responding to data requests.

IV. REQUESTS FOR PUBLIC DATA

Members of the public may request access to public government data maintained by Augsburg Fairview Academy in accordance with the Minnesota Government Data Practices Act, including Minnesota Statutes, Chapter 13.

A person requesting access to public data is not required to provide their name, identify themselves, or explain the reason for the request, unless specifically authorized by law.

Requests for public data may be made verbally or in writing. While written requests are encouraged to ensure clarity, they are not required. Requests should describe the requested data with sufficient detail for the school to reasonably identify and locate it.



If a request is unclear, Augsburg Fairview Academy may ask the requester for clarification. The school may also ask for contact information if needed to clarify the request, provide copies, arrange inspection, or communicate about the status of the request. However, a requester is not required to provide identifying information in order to inspect public data.

Augsburg Fairview Academy will respond to requests for public data in a timely and appropriate manner, as required by law.

V. RESPONSE TO DATA REQUESTS

Augsburg Fairview Academy shall respond to requests for public data within a reasonable time as required by law.

Responses to data requests may include:

1. providing copies of public data;
2. arranging for inspection of public data during normal business hours; or
3. informing the requestor that the requested data do not exist or are not maintained by the school.

If requested data are classified as not public under Minnesota law, the school shall inform the requestor of the legal basis for denying access as required under Minnesota Statutes Section 13.03.

VI. FEES FOR COPIES OF DATA

Augsburg Fairview Academy may charge reasonable fees for copies of public data in accordance with Minnesota law.

Fees may include the actual cost of:

- materials used to provide copies,
- mailing or delivery costs, and
- staff time required to prepare copies when allowed by law.

Inspection of public data is free of charge. Fees may be charged only for copies of data, in accordance with Minnesota law.

VII. PROTECTION OF PRIVATE DATA

The school shall protect private and confidential data in accordance with applicable state and federal laws.

Private data may include, but are not limited to:

- student educational records,
- personnel records,
- health-related information, and
- other data protected by law.



Private or confidential data shall not be disclosed unless authorized by law.

VIII. STUDENT EDUCATIONAL DATA

Access to student educational records shall be governed by:

- Minn. Stat. §13.32, and
- the Family Educational Rights and Privacy Act (FERPA).

Requests for student educational data will be handled in accordance with those laws and applicable school policies.

IX. PERSONNEL DATA

Personnel data maintained by Augsburg Fairview Academy shall be classified and disclosed in accordance with Minn. Stat. §13.43.

Public personnel data may be released upon request, while private personnel data shall remain protected unless disclosure is authorized by law.

X. RECORD RETENTION

The school shall maintain government data in accordance with applicable record retention requirements.

Records shall be organized and maintained in a manner that allows the school to respond effectively to data requests.

XI. TRAINING AND COMPLIANCE

The Executive Director or designee may provide training to staff regarding the requirements of the Minnesota Government Data Practices Act and the handling of public data requests.

Staff members responsible for maintaining or handling government data shall follow the requirements of this policy and applicable law.

XII. LEGAL REFERENCES

- Minn. Stat. Chapter 13 – Minnesota Government Data Practices Act
- Minn. Stat. §13.03 – Access to Government Data
- Minn. Stat. §13.32 – Educational Data Privacy
- Minn. Stat. §13.43 – Personnel Data
- Minn. Stat. §124E – Charter Schools
- Family Educational Rights and Privacy Act (FERPA)