

Ensuring the Security of Not-Public Data

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the Board of School Administrators has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the board. To comply with the requirement in section 13.05, subd. 5, the board has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in Admin's Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and the Agency General Counsel may have access to all not public data maintained by the board if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

The Board of School Administrators' Policy for Ensuring the Security of Not Public Data or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or

Board Members

Chair: Nancy Antoine

Scott Wallner, Dr. Jinger Gustafson, Jill Lofald, Mary Frances Clardy,
Christine Osorio, Dr. Tracy Reimer, Louise Sundin, Dr. Melissa Schaller, Drew Hildenbrand

the board will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the board, the executive director may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within the board where not public data are maintained.

Penalties for unlawfully accessing not public data

The board will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge

Responsible Authority:

Executive Director of the Board of School Administrators

Dr. Tony Kinkel

651-582-8236

Anthony.kinkel@state.mn.us

Data Practices Compliance Official

Executive Director of the Board of School Administrators

Dr. Tony Kinkel

651-582-8236

Anthony.kinkel@state.mn.us