

Guide for requesting data about you

This document explains the rights and process for people (“you”) to request data about themselves from the Minnesota Department of Children, Youth, and Families (DCYF). The purpose of this document is, in part, to fulfill the requirements of [Minnesota Statutes, section 13.025, subdivision 3](#).

Data Practices Contacts

Responsible Authority

Name: Tikki Brown, Commissioner of the Minnesota Department of Children, Youth, and Families

U.S. Mail Address:

Minnesota Department of Children, Youth, and Families
Commissioner’s Office
444 Lafayette Rd
Saint Paul, MN 55155

Email address: Commissioner.DCYF@state.mn.us

Data Practices Compliance Official

Name: To be named.

U.S. Mail Address:

Minnesota Department of Children, Youth, and Families
Commissioner’s Office
444 Lafayette Rd
Saint Paul, MN 55155

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What law governs my right to access data about me?

The Minnesota Government Data Practices Act (MGDPA) says that you have rights when DCYF has government data about you, including the right to access the data. “Government data” means all information that DCYF, as a state agency, collects, creates, receives, maintains, or sends out. The MGDPA requires DCYF to keep government data in a way that makes it easy for you to access. You have the right to inspect data that DCYF keeps and to receive copies of this data. The MGDPA allows DCYF to charge for copies and related costs. Costs are explained below.

What are my rights to access data about me?

DCYF must keep its government data in a way that makes it easy for you to access. Also, DCYF may only collect and keep data about you that DCYF needs to manage programs. You have the following rights:

- You have the right to inspect public and private data that we keep about you free of charge. You also have the right to get copies of public and private data about you for a fee. More information about these fees can be found on page 6 of this document. You have the right to look at data, free of charge, before deciding to request copies. Also, if you ask, DCYF will tell you whether DCYF keeps data about you and whether the data are public, private, or confidential.
 - Parents have the right to look at and get copies of public and private data about their minor children, which means under the age of 18.
 - Legally appointed guardians have the right to look at and get copies of public and private data about an individual for whom they are appointed guardian.
 - Minors have the right to ask DCYF not to give data about them to their parent or guardian. If you are a minor, DCYF will tell you that you have this right. DCYF may ask you to put your request in writing and to include the reasons that DCYF should deny your parent/guardian access to the data. DCYF will make the final decision about your request based on your best interests.

How does the law classify data about me?

The MGDPA presumes that all government data are public unless a state or federal law or a temporary classification says that the data are not public. Under state law, data about you can be classified as public, private, or confidential. This is what those terms mean to you:

- **Public data:** DCYF must give public data to anyone who asks. It does not matter who is asking for the data or why they are asking for it.
- **Private data:** DCYF cannot give private data to the general public, but you have the right to access private data about you. Your private data can also be accessed by another person who has your permission to access the data, by DCYF employees whose work assignment reasonably requires access to the data, and by others as permitted by law or court order.
- **Confidential data:** DCYF cannot give your confidential data to you or the general public. Your confidential data can only be accessed by DCYF employees whose work assignment reasonably requires access to the data and by others as permitted by law or court order.

When DCYF collects data from you

When DCYF asks you to provide data about yourself that are not public, DCYF must give you a notice describing what DCYF does with the data it collects from you. Usually, DCYF can use and disclose the data only in the ways described in the notice.

DCYF will ask for your written permission if it needs to use or disclose private data about you in a different way, or if you ask DCYF to disclose the data to another person. This permission is called informed consent.

Protecting your data

The MGDPA requires DCYF to protect your data. DCYF has appropriate safeguards to ensure that your data are safe.

In the unfortunate event that DCYF determines that an unauthorized person has gained access to your data with the intent to use it for nongovernmental purposes, DCYF will notify you as required by law.

How do I make a data request?

Data requests must be made in writing. DCYF does not require you to use a form to request information about yourself. However, if you are requesting data about yourself, a data request form [is available](#).

If you choose not to use the available form, your written request should include:

- A statement that you are making a request for data about yourself under the Minnesota Government Data Practices Act
- A clear description of the data you would like to access
- A statement that you would like to receive copies of the data or inspect the data

How do I verify my identity?

Before DCYF discloses your data to you, DCYF will need to verify that you are who you say you are. If you are requesting data about yourself, you can complete the DCYF Verification of Identity and Request for Information form and include it with your written data request. You may also verify your identity by providing an acceptable proof of identity, including any of these:

For adults, a valid photo ID, such as:

- State driver's license
- Military ID
- Passport
- Minnesota ID
- Minnesota Tribal ID

For minors, a valid photo ID, such as:

- State driver's license
- Military ID
- Passport
- Minnesota ID
- Minnesota tribal ID

Minnesota school ID For parents or guardians of a minor, a valid photo ID and either:

- A certified copy of the minor's birth certificate, or
- A certified copy of documents that establish the parent or guardian's relationship to the child, such as:
 - A court order relating to divorce, separation, custody, foster care
 - A foster care contract
 - An affidavit of parentage

For the legal guardian for an individual, a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as:

- Court order(s)
- Valid power of attorney

Where do I send my data request?

Data Practices Contacts

Responsible Authority

Name: Tikki Brown, Commissioner of the Minnesota Department of Children, Youth, and Families

U.S. Mail Address:

Minnesota Department of Children, Youth, and Families

Commissioner's Office

444 Lafayette Rd

Saint Paul, MN 55155

Email address: DCYF.Commissioner@state.mn.us

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Saint Paul, MN 55155

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The responsible authority is the official designated by law as the individual responsible for the collection, use and dissemination of a government entity's data. At DCYF, the responsible authority is Tikki Brown, Commissioner of the Department of Children, Youth, and Families.

Data requests and concerns generally are handled by DCYF staff members assigned to respond to requests for the DCYF responsible authority. Please send your data request:

Media. If you are a member of the media, you may send your data request to a DCYF communications person.

How does DCYF respond to a data request?

DCYF responds to data requests in three ways:

1. **No responsive data:** If DCYF does not have any data responsive to a request, DCYF will notify you.
2. **Responsive data classified as confidential or private not about you:** If DCYF has data responsive to the request, but the data is confidential or private data that is not about you, DCYF will notify you. The MGDPA requires that when DCYF withholds data classified as not public, and DCYF will provide the law that classifies the data as not public when notifying.
3. **Responsive data collected, reviewed, and disclosed:** If DCYF has data responsive to your request, and the data is classified as public or private about you, DCYF will begin the process to collect, review and disclose the data.

After DCYF determines that responsive data exists, DCYF collects the data from DCYF employees, reviews the data to ensure that it meets the criteria for public data or private data about you, and discloses the data to you. DCYF makes copies of the data or makes the data available for in-person inspection. DCYF generally provides copies of data electronically, unless paper copies are requested. When the volume of responsive data is high, DCYF may disclose data on a rolling basis, until the response is complete.

After you have looked at the data you requested, DCYF does not have to let you see the data again for six months, unless DCYF collects or creates more data about you within that time period. You do not have to wait six months to see the data again if DCYF has collected new data about you, or if you have challenged any of the data, or if you are appealing the results of that challenge.

How long will it take to get the data I requested?

If you request access to data about you, the MGDPA requires DCYF to respond within 10 days of receiving your request, unless we make arrangements with you for extra time. DCYF must respond to other data requests within a reasonable time. The time it takes to fulfill a request depends on the volume of responsive data and the complexity of the request. If you write your request to be specific and concise, DCYF will be more able to efficiently locate, review and disclose the data. Requests that seek a broad range of data, or unclear types of data, often yield high volumes of data, which take longer to process.

What if my request requires DCYF to create new data, or I request data in a particular file format?

The MGDPA does not require DCYF to create or collect new data to respond to a data request. This means that if data does not exist at DCYF, DCYF cannot disclose it in response to a data request. If DCYF agrees to create data to respond to a request, DCYF will work out the details of that request with you, including the cost of creating data.

The MGDPA also does not require DCYF to create new formats of the requested data. This means that DCYF is not required to disclose data in a particular electronic format. DCYF is also not required to scan data that is only in paper form to respond to a request that seeks the data in an electronic format.

The MGDPA does not require DCYF to answer questions that are not data requests. However, DCYF typically attempts to answer questions from the public.

When your data are inaccurate or incomplete

You have the right to challenge the accuracy and completeness of public and private data about you. If you are a minor, your parent or guardian has the right to challenge the accuracy and completeness of data about you. You also have the right to appeal a decision denying your challenge.

How much does it cost to look at or “inspect” data?

DCYF does not charge to inspect data. The inspection must take place at DCYF, at a time and place arranged by DCYF, and you may not take data from DCYF without first paying the costs outlined below.

What if I want to take the data after “inspecting” it?

If you request copies of data after inspecting the data, DCYF may charge you a prorated amount of the actual costs related to the request unless you are requesting paper copies of 100 or fewer pages, in which case you are only responsible for the copy charges listed below. For example, if 1000 pages of data are made available to you to inspect, and you want copies of 200 pages, you must pay 20 percent of the actual costs to receive the copies.

How does DCYF calculate the actual costs of a request?

If you request data about you, DCYF computes the actual costs of a request by multiplying the hourly pay rates of the DCYF staff involved in the request by the time required to make, certify, sort, and electronically transmit or mail the data. Unlike requests for public data from members of the public, DCYF does not include the time to search and retrieve data about you when computing the actual costs of your request.

How much do the copies cost?

In addition to the actual costs of a request, if applicable, DCYF may also charge for copies of the data.

- Paper copies
 - 100 or fewer pages: DCYF may charge 25 cents per page for a one-sided copy or 50 cents, at 25 cents per page, for a two-sided copy.
 - More than 100 pages: DCYF may charge 8 cents per page for a one-sided copy or 16 cents per page for a two-sided copy.
- Electronic copies: DCYF may charge for physical media to provide the electronic copies.

For accessible formats of this publication or assistance, write to dcyf_datarequest@state.mn.us or use your preferred relay service.

Attention. If you need free help interpreting this document, call the above number.

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ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اتصل على الرقم أعلاه.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ အထက်ပါဖုန်းနံပါတ်ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមហៅទូរស័ព្ទតាមលេខខាងលើ ។

請注意，如果您需要免費協助傳譯這份文件，請撥打上面的電話號碼。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, veuillez appeler au numéro ci-dessus.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces hu rau tus najnpawb xov tooj saum toj no.

ဟ်သုဉ်ဟ်သးဘဉ်တက့ၢ်. ဝဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလီၤလၢတၢ်ကကျိးထံဝဲဒၣ်လံာ် တီလံာ်မိတခါအံၤန့ၣ်,ကိးဘဉ်လိတဲစိနီၣ်ဂံၢ်လၢထးအံၤန့ၣ်တက့ၢ်.

알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 위의 전화번호로 연락하십시오.

ໄປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພຣີ, ຈົ່ງໂທຣໄປທີ່ໝາຍເລກຂ້າງເທິງນີ້.

Hubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, lakkoobsa gubbatti kenname bilbili.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, позвоните по указанному выше телефону.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda qoraalkan, lambarka kore wac.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, llame al número indicado arriba.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi số bên trên.

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