TRIO Wolf Creek Distance Learning Charter School #4095

300.2 ADMINISTRATION OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

I. PURPOSE

The purpose of this policy of the Board of TRIO Wolf Creek Distance Learning Charter School is to fully comply with the Minnesota Government Data Practices Act (MGDPA).

II. POLICY STATEMENT

This policy will address the appointment of the Responsible Authority, Designee and Data Practices Compliance Official. It will also establish the duties of these officials.

III. APPOINTMENT AND DUTIES OF THE RESPONSIBLE AUTHORITY

A. The Executive Director ("ED") is hereby appointed by the Board to be TRIO Wolf Creek's Responsible Authority. The Responsible Authority ("RA") is ultimately responsible for the collection, use, and dissemination of TRIO Wolf Creek's data, and for all of the school's data practices decisions. The RA must also ensure that the school complies with all of the requirements of the MGDPA and the accompanying rules.

B. The specific duties of the RA are as follows:

1. To prepare access procedures for members of the public and data subjects;
2. To establish procedures to ensure that data on individuals are accurate, complete and current;
3. To establish security safeguards for data on individuals;
4. To establish procedures to ensure that TRIO Wolf Creek responds to requests for government data appropriately and promptly;
5. To prepare summary data;
6. To apply to the Commissioner of Administration for temporary classification of data;
7. To ensure that TRIO Wolf Creek complies with the MGDPA and the accompanying rules;

8. To appoint designees;
9. To appoint a Data Practices Compliance Official;
10. To respond to requests for data;
11. To be responsible for files and systems containing government data; and
12. To answer inquiries from the public concerning the MGDPA and the accompanying rules.

IV. APPOINTMENT AND DUTIES OF THE DESIGNEE

A. The RA may appoint a Designee if appropriate.

B. The Designee shall help administer and implement the requirements of the MGDPA and the accompanying rules. These duties include:

1. Receiving and complying with requests for government data;
2. Answering inquiries from the public concerning the MGDPA and the accompanying rules;
3. Being in charge of and responsible for individual files or systems containing government data.

V. APPOINTMENT OF THE DATA PRACTICES COMPLIANCE OFFICIAL

A. The RA may appoint a Data Practices Compliance Official ("DPCO") if appropriate.

B. If appointed, the DPCO will receive and respond to questions or concerns about data practices problems, including problems in obtaining access to data that TRIO Wolf Creek maintains.

Legal References: Minn. Stat. §124E (Charter School law)
Minn. Stat. §13.02 (Compliance with MGDPA)
Minn. Stat. §13.03 (Access Procedures Under MGDPA)
Minn. Stat. §13.05 (Procedures to Ensure Accuracy Under MGDPA)