

## **DCTC Policy 4.34 Statement of Rights of Subjects of Government Data**

### **Part 1. Policy Statement.**

Under the Minnesota Government Data Practices Act (MGDPA), individuals who are subjects of data collected or maintained about them by Dakota County Technical College (DCTC) have certain rights. This policy statement does not amend or supersede any rights you may have under your collective bargaining agreement or applicable personnel plan.

**Right to know what data is kept about you and how it is classified.** Upon request, you may be informed about what data DCTC is keeping about you and how it is classified under the MGDPA. You have the right to see data about yourself that is classified as public or private. If the college or university maintains data about you that is classified as “confidential,” it will tell you, but you will not be allowed access to such data.

DCTC may ask you to make your request in writing. There is no charge for simply viewing your data, but if you ask for copies, there may be a charge pursuant to the DCTC policy.

Upon request, you will be informed of the content and meaning of public or private data that DCTC maintains about you.

Access to private data need not be given more than every six months unless a dispute about the data is pending or additional data is collected or created.

Access to your data will be given immediately, if reasonably feasible, or within ten working days of your request.

**Right to Data Notice (a.k.a., “Tennessee Warning”) when private or confidential data is collected from you.** When DCTC collects data from you that is classified by the MGDPA as private or confidential, you will usually have a right to be notified of the following:

- Why the data is being collected and how it is to be used;
- Whether you are legally required to provide the data, and what the consequences are if you provide or do not provide the data;
- Who has the legal right to have access to the data (not specific names, but categories of persons or entities)?

This notice does not need to be in writing.

**Right to challenge the accuracy or completeness of data about you.** If you think that data maintained by DCTC about you is inaccurate or incomplete, you may file a data challenge to try to have the data changed.

*Accurate* means the data are reasonably correct and do not contain factual errors; *Complete* means that the data describe the history of your contacts with DCTC in a complete way. This procedure is not a substitute for any grievance process available under your collective bargaining agreement or applicable personnel plan.

To make a data challenge, write to: DCTC and state clearly that you are making an accuracy or completeness challenge; identify the data your are challenging, and what you think should be done. DCTC will decide within thirty days whether it agrees with your challenge. If it agrees, your data will be amended appropriately. If the college or university disagrees or believes that your request is to something other than the accuracy or completeness of the data, the challenge will be denied.

If your challenge is denied, you have the right to file an appeal with the Commissioner of the Minnesota Department of Administration. Your appeal must be in writing and filed within sixty days of the college or university's decision.

If you believe that public or private data the college or university maintains about you is inaccurate or incomplete, you have the right to include a statement of disagreement with the data. If the disputed data is released to a third party, the college or university will include your statement of disagreement with the data.

**Part 2. Definitions.** (if any, otherwise remove this section)

At end:

**Related Documents:**

- DCTC Procedure <# - Name>
- State & Minnesota State Policies and Procedures
- Federal & State Laws and Regulations
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**Responsible Administrator:** <Administrator's Title>

**Policy History:**

Date of Adoption:

Last Revision Date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

**Date and Subject of Revisions:**

05/30/2017 - Updated title and history and changed MNSCU refence to Minnesota State