



**Policy Series #: 4000(P) – Human Resources**  
**Policy Manager: Celeste Ruble**  
**Guidelines for Accessing Public Data Procedures**  
**(Procedure for Data Privacy Act)**

**PURPOSE:** To define procedures for handling Minnesota Government Data Practices Act data requests.

**APPLICABILITY:**

- Any member of the public is allowed to view public information without charge.
- Viewing of public information will be at reasonable times and places.
- Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
- Viewing includes remote access and the ability of the public to download the data on the public’s own computer, but in some cases, we may charge for such access.
- We will provide access to public data as soon as we reasonably can, but we may not be able to provide the requested information immediately because it takes time to locate and/or copy the information.
- We cannot provide data that we do not keep.
- Upon request, we will provide copies of public data. We may charge for those copies.
- You are not required to identify yourself unless it is needed to send the data or to clarify your request. You are not required to tell us why you want the information.
- Upon request, we will explain the content and meaning of the data.
- If the public data you want is stored on a computer, you may ask that we provide a copy to you electronically, and we will do so if possible. We are not required to provide the data in a format or program that is different from how we store it, but if we agree to do so, we will charge you the cost of providing the copy.
- If we determine the data you requested is not public information, we will notify you verbally or in writing as soon as we reasonably can, and the law which applies will be noted. If requested, we will provide our decision in writing.

**How to Make Routine Requests for Public Information:**

- Data practice requests must be in written form. If it is information regarding student data, there are forms available in the Student Services department.
- Please state that you are making a request under the Minnesota Government Data Practices Act. Make your request as specific as possible; describe the information you want as clearly as you can. We may need some time to locate the information you are requesting and by clearly stating your request, it will help us to respond more efficiently.

**Send your requests to the appropriate person/department.**

<b>For student affairs (academic) records contact:</b>	
Registrar’s Office Riverland Community College 1900 8th Avenue NW Austin, MN 55912 Phone: 507-433-0610 Fax: 507-433-0515	Dean of Students Riverland Community College 1900 8th Avenue NW Austin, MN 55912 Phone: 507-433-0829 FAX: 4007-433-0515

<b>For personnel records contact:</b>	<b>For public relations contact:</b>
Human Resources Office Riverland Community College 1900 8th Avenue NW Austin, MN 55912 Phone: 507-433-0666 Fax: 507-433-0349	Executive Director of Communications, Media Relations & Marketing Riverland Community College 1900 8th Avenue NW Austin, MN 55912 Phone: 507-433-0341 Fax: 507-433-0629
<b>If you have other questions about access to public data contact:</b>	
College President Riverland Community College 1900 8th Avenue NW Austin, MN 55912 Phone: 507-433-0606 Fax: 507-433-0370	

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:**

- **Minnesota Government Data Practices Act**

---

Date of Initial Review by President's Cabinet: 2/13/2014  
AASC Review (if applicable):  
FSGC Review (if applicable): 3/12/2014  
Date of Final Approval / Policy Adoption: 3/13/2014  
Date & Subject of Revisions: