POLICY 406 – PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district which are classified by statute or federal law as public, will be accessible to the public pursuant to the procedures established by the school district.
B. All other data on individuals are private or confidential.
C. Employees may authorize release of private data about themselves through use of the Employee Authorization for Release of Private Personnel Data.

III. RESPONSIBLE AUTHORITY

A. The superintendent is the responsible authority for the school district for carryout the duties and responsibilities of government entities for collection, maintaining, and disseminating government data as required by federal or state laws. By written appointment orders, the Superintendent may delegate responsibilities to designees who are employed by the school district.
B. Requests for public and private personnel data may be made as described on the school district's webpage.~~should be made to the Data Practices Compliance Official~~
C. The Data Practices Compliance Official will be appointed by the Superintendent and is the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

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Amended: 11/1/11

Cross References:

Policy 515 – Protection and Privacy of Education Records

Legal References:

Minn. R.ch. 1205 (Data Practices)
Minn. Stat. ch.13 (Minnesota Government Data Practices Act)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Stat. § 253B.07n subd. 1
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)