

## **Data Practices Policy**

### **Requests for Data About You and Your Rights as a Data Subject**

#### **What is a "Data Subject"?**

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called "government data" under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the "data subject" of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

#### **When the City of Buffalo Has Data About You**

The City of Buffalo has data on many people, such as employees, job applicants, vendors, etc. The City can collect and keep data about individuals only when we have a legal purpose to have the data. The City must also keep all government data in a way that makes it easy for you to access data about you.

#### **Classification of Data About You**

The Government Data Practices Act presumes all government data are public unless a state or federal law says the data are not public. Government data about an individual have one of three "classifications." These classifications determine who is legally allowed to see the data. Data about individuals are classified by state law as public, private, or confidential. Here are some examples:

- **Your Public Data:** Some data about you is classified under the Government Data Practices Act as public data. For example, your name on an application for a license from the City is public data. The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. The City must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.
- **Your Private Data:** Some data about you is classified as private data. For example, an employee's Social Security number is private data. The City cannot give private data to the general public. The City can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order.
- **Your Confidential Data:** Some data about you is classified as confidential data. For example, your identity as mandated reporter of child abuse or neglect is confidential data. Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. The City can share

confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

## **Your Rights Under the Government Data Practices Act**

As a data subject, you have the following rights.

### **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that the City keeps about you. You also have the right to get copies of public and private data about you. The Data Practices Act sets the amounts the City may charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

If you ask, the City will tell you whether the City keeps data about you and whether the data are public, private, or confidential.

### **Access to Data on Minor Children**

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, the City will tell you that you have this right. The City may ask you to put your request in writing and to include the reasons the City should deny your parents access to the data. The City will make the final decision about your request based on the factors listed in Minnesota Administrative Rule 1205.0500, subpart 3(B). Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

### **When the City Collects Data From You**

When the City asks you to provide data about yourself that are not public, the City must give you a notice. This notice is sometimes called a Data Practices or Tennesen Warning. The notice controls what we do with the data that we collect from you. Usually, the City can use and release the data only in the ways described in the notice. This notice is not required for criminal investigations.

The City will ask for your written permission if it needs to use or release private data about you in a different way, or if you ask the City to release the data to another person. This permission is called informed consent. If you want the City to release data to another person, you may use the consent form provided by City staff.

## **Protecting Your Data**

The Data Practices Act requires the City to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that the City determines a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

## **When Your Data are Inaccurate or Incomplete**

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

## **How to Make a Request For Your Data**

You may request to look at (inspect) data or obtain copies of data that the City has about you, your minor child, or an individual for whom you have been appointed legal guardian. You must make this request in writing. The City utilizes an on-line portal for request for data that is accessed through the City's website. If you are unable to access the on-line portal, written requests may be emailed, mailed or delivered in person to the Responsible Authority, except that requests for Police Department related data shall be submitted to the Responsible Authority Designee for the Police Department.

If you do not choose to use the data request form, your request should:

- State that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

The City may require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity included in this policy. If you do not provide proof that you are the data subject, we cannot respond to your request.

## **How We Respond to a Data Request**

Upon receiving your request, we will review it.

- A staff member may ask you to clarify what data you are requesting.
- The City will ask you to confirm your identity as the data subject.

- If the City does not have the data, staff will notify you in writing within 10 business days.
- If the City has the data, but the data are confidential or private data not about you, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If the City has the data, and the data are public or private data about you, staff will respond to your request within 10 days by doing one of the following:
  - Arrange a date, time, and place to inspect data in our office, for free if your request is to inspect the data.
  - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or staff will mail or email them to you through the data request portal.
  - Staff will provide notice to you about our requirement to prepay for copies.

Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request abandoned and closed.

After we have provided you with your requested data, we do not have to show you the same data again for six months unless there is a dispute about the data, or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let City staff know. The City will give you an explanation if you ask.

The Data Practices Act does not require the City to create or collect new data in response to a data request if the City does not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If the City agrees to create data in response to your request, staff will work with you on the details of your request, including cost and response time.

In addition, under the Government Data Practices Act, we are not required to respond to questions that are not specific requests for data.

### **Copy Costs – Data Subjects**

The City of Buffalo may charge you the actual cost for copies of government data about you. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. The City does not charge if the cost of copies is less than \$10.

## **Actual Cost of Making the Copies**

In determining the actual cost of making copies, the City includes the actual cost for an employee to make and transmit paper copies or copies of electronically stored data, as well as the actual cost of materials (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. The City does not include charge for redaction or for searching for and retrieving data. Employee time is calculated using the lowest-paid employee(s) that would have access to the data.

Prior to processing your request, the City will provide you with an estimation of the total cost. However, the actual fees charged may differ. The City strives to provide estimates that are as accurate as possible but cannot guarantee the final cost of the request until the request is complete. You will only be charged the actual cost of fulfilling your request.

## **Standards For Verifying Identity**

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
  - a state driver's license
  - a state-issued ID
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID (including a school/student ID)
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide 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
- The legal guardian for an individual must provide 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

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

### **Data Practices Contacts**

Responsible Authority: Susan Johnson, City Clerk  
212 Central Avenue  
Buffalo MN 55313  
763.682.1181  
[Susan.johnson@ci.buffalo.mn.us](mailto:Susan.johnson@ci.buffalo.mn.us)

**As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.**

Compliance Official: Taylor Gronau, City Administrator  
212 Central Avenue  
Buffalo MN 55313  
763.682.1181  
[Taylor.gronau@ci.buffalo.mn.us](mailto:Taylor.gronau@ci.buffalo.mn.us)

Designees:  
Kelly Prestidge, Police Department Office Manager  
212 Central Avenue  
Buffalo MN 55313  
763.682.5976  
[Kelly.Prestidge@ci.buffalo.mn.us](mailto:Kelly.Prestidge@ci.buffalo.mn.us)

Carmen Merrill, Human Resources Manager  
212 Central Avenue  
Buffalo MN 55313  
763.682.1181  
[Carmen.merrill@ci.buffalo.mn.us](mailto:Carmen.merrill@ci.buffalo.mn.us)

Andrew Johnson, Police Captain  
212 Central Avenue  
Buffalo MN 55313  
763.682.5976  
[Andrew.johnson@ci.buffalo.mn.us](mailto:Andrew.johnson@ci.buffalo.mn.us)

Trisha Rollag, Permitting Technician  
212 Central Avenue  
Buffalo MN 55313

763.682.1181  
[permits@ci.buffalo.mn.us](mailto:permits@ci.buffalo.mn.us)

The responsible authority reserves the right to re-assign designee roles in the event of employee changes, including but not limited to departures, transfers, or other personnel adjustments. This ensures that responsibilities remain properly assigned and tasks continue to be effectively carried out.

Council Adopted 06.02.2025

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### **MAINTAINED BY CITY OF BUFFALO CLASSIFIED AS PRIVATE OF CONFIDENTIAL DATA ON INDIVIDUALS**

*Private, Confidential, Nonpublic and Protected Nonpublic data are available only to those employees and volunteers who need to access the data in order to perform their specific work assignments. The Responsible Authority and Designees are responsible for ensuring that not public data is accessed only as needed or as provided by law.*

#### Personnel Data (Private)

Minn. Stat. § 13.43

All data about an individual who is employed as, or an applicant for employment as, an undercover law officer is private data.

All personnel data is private except for the following which is public:

- Name
- Employee identification number (which must not be employee Social Security number)
- Actual gross salary
- Salary range
- Terms and Conditions of employment relationship
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Job title
- Bargaining unit
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement
- Work location
- Work telephone number
- Badge number
- Work related continuing education
- Honors and awards received
- Payroll time sheet or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of medical leave or other not public data

If it is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2)



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a pre-petition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

### Applicant Data (Private)

Minn. Stat. § 13.43, Subd. 4

Data about current and former applicants for employment is private, except the following which is public:

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

### Applicant for Appointment

Minn. Stat § 13.601, Subd. 3

Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on individuals except that the following are public: name, city of residence (except when appointment has residency requirement), education and training, employment history, volunteer work, awards and honors, prior government services, data required to be provided for application to a multimember agency pursuant to section 15.0597, and veteran status.

Once an individual is appointed to a public body, the following additional data are public: residential address, either a telephone number or email address where the appointee can be reached or both at the request of appointee, first and last dates of service on the public body, existence and status of any complaints or charges against the appointee, and the final investigative report related to any complaint or charge unless access to the data would jeopardize an active investigation.

### Benefit Data (Private)

Minn. Stat. § 13.462

Data on individuals when they seek information about becoming a recipient or are an applicant or recipient of certain benefits or services administered by the city.

### Transportation Service Data (Private)

Minn. Stat. § 13.72 Subd. 10

Personal, medical, financial, familial, or locational information, except the name, of applicants or users of transportation service for the disabled or elderly

### Convention (Civic/Community) Center Data (Private)

Minn. Stat. § 13.55

(a) a letter or other documentation from any person who makes inquiry to or who is contacted by the facility regarding the availability of the facility for staging events; (b) identity of firms and corporations which contact the facility; (c) type of event which they wish to stage in the facility; (d) suggested terms of rentals; and (e) responses of authority staff to these inquiries. This data becomes public if the event does

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not occur or occurs elsewhere or five years from the date of the contract signing or event, whichever occurs earlier.

### Property Complaint Data (Confidential)

Minn. Stat. § 13.44, Subd. 1

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

### Security Information (Private/Nonpublic)

Minn. Stat. § 13.37, Subd. 2

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes checking account numbers, crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

### Registered Voter Lists/Absentee Ballots (Private/Nonpublic)

Minn. Stat. §§ 13.37, Subd. 2; 203B.12, 201.091

Sealed absentee ballots before opening by an election judge. Names of voters submitting absentee ballots are private until the close of voting.

Registered voter lists are private, except for use related to elections, political activities, or law enforcement. The data of birth on voter lists is always private.

### Bids, Proposals, Sealed Bids (Private/Nonpublic)

Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3 and 5

Sealed bids, including the number of bids received, prior to opening.

Data submitted by a business to a government entity in response to a request for bids or request for proposals. Once opened the following data becomes public, for a request for bids the name dollar amount, for a request for proposals the name. After the process is completed, all remaining data are public with the exception of trade secret data.

Data in an internal competitive response

### Evaluative Data (Protected Nonpublic)

Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3

Data created or maintained by a government entity as part of the selection or evaluation process for a request for bids or request for proposals are protected nonpublic data until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data.

### Trade Secret Information (Private/Nonpublic)

Minn. Stat. § 13.37, Subd. 2

Government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the City, (2) that is the subject of efforts by the City that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual

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or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

### Labor Relations Information (Private/Nonpublic/Protected Nonpublic) Minn. Stat. § 13.37, Subd. 2

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.

### Firearms Data (Private) Minn. Stat. § 13.87, Subd. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

### Examination Data (Private) Minn. Stat. § 13.34

Completed versions of personnel and licensing examinations are private, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness or integrity of the examination process.

### Elected Officials Correspondence (Private) Minn. Stat. § 13.601, Subd. 2

Correspondence between individuals and elected officials, but either may make it public.

### Federal Contracts Data (Private/Nonpublic) Minn. Stat. § 13.35

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City.

### Civil Investigative Data (Confidential/Protected Nonpublic/Private) Minn. Stat. § 13.39, Subd. 2

Data collected as part of an active investigation undertaken to commence or defend pending civil legal action, or which are retained in anticipation of pending civil legal action.

### Recreational Data (Private) Minn. Stat. § 13.548

For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.

### Domestic Abuse Data (Confidential) Minn. Stat. §§ 13.80

Data collected, created, received or maintained by the police department, sheriff's office or clerk of court under the Domestic Abuse Act is confidential.

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### Appraisal Data (Confidential/Protected Nonpublic)

Minn. Stat. § 13.44, Subd. 3

Appraisals made for the purpose of selling or acquiring land through purchase or condemnation.

### Appraisal Value (Private/Nonpublic)

Minn. Stat. § 13.44, Subd. 3

Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity.

### Appraisal Data – Personal or Intangible Property (Nonpublic)

Minn. Stat. § 13.44, Subd. 3

Appraisals of personal or intangible property owned by the city or county.

### Law Enforcement Data (Private) Minn. Stat. §§ 13.82, 13.821, 13.871

See also §§ 169.09, 168.10, 169A.70, 171.043, 171.07, 171.071, 171.12, 171.32, 243.166, 299A.61, 299C.065, 299C.091, 299C.093, 299C.095, 299C.46, 299C.53, 299C.56, 611.272, 626.53, 609.324, 609.3457, 609.3471, 626.556, 626.557, 626.558, 626.89, 629.341, 299C.68, 299F.035, 299F.05, 299F.054, 299F.055, 299F.056, 299F.095, 299F.096

Certain arrest data, request for service data, response or incident data, and written transcripts of 911 calls (unless it reveals the individual's identity) are public under Minn. Stat. § 13.82. Otherwise, investigative data collected to prepare a case against a person for the commission of a crime or civil wrong is confidential or protected nonpublic information while the investigation is active. A person's financial account number or transaction numbers are private or nonpublic even after the investigation is inactive. Photographs which are part of inactive investigation files are private or nonpublic if they are clearly offensive to common sensibilities.

The identity of a victim of child abuse or neglect is private. The identity of a reporter of child abuse or neglect is confidential. Inactive investigative data which relates to the alleged abuse or neglect of a child by a person responsible for the child's care is private. Videotapes of child abuse victims may not be released under any circumstances without a court order.

Certain data in reports and investigations related to maltreatment of vulnerable adults is confidential or private.

Name change data related to a name change under section 259.10, Subd. 2 is private.

Data which would reveal the identities of the following individuals is private:

- The identity of undercover law enforcement officers.

- The identity of criminal sexual conduct victims.

- The identity of certain informants.

- The identity of victims or witnesses to a crime whose personal safety or property would be threatened by disclosure.

- The identity of a deceased person whose body was unlawfully removed from a cemetery.

- The identity of a person making a 911 call, or the identity or telephone number of a service subscriber whose phone is used to place a 911 call, if revealing the person's identity would

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threaten his or her personal safety or property or if the objective of the call was to receive help in a mental health emergency.

The identity of a juvenile witness and the agency reasonably determines that the subject matter of the investigation justifies protecting the identity of the witness.

The identity of a mandated reporter under sections 60A.952, Subd. 2, 609.456, 626.559 or 626.557.

Data in arrest warrants or search warrants are confidential until the individual has been taken into custody, served with a warrant, or appears before the court, except when the law enforcement agency determines that the public purpose is served by making the information public.

Unique descriptions of stolen, lost, confiscated, or recovered property is private or nonpublic.

Financial records of a program that pays rewards to informants are protected nonpublic data, or in the case of individuals, confidential data.

Data on missing children bulletins shall be classified by section 299C.54.

Deliberative processes or investigative techniques are confidential.

Booking photographs are public. A law enforcement agency may temporarily withhold access to a booking photograph if the agency determines that access will adversely affect an active investigation.

Identities of customers of licensed pawnshops and secondhand goods dealers are private.

Predatory offender registration status shall be classified by section 244.052.

### Sexual Assault Data (Private)

Minn. Stat. §§ 13.822

Sexual assault communication data.

### Automated License Plate Reader Data (Private/Nonpublic)

Minn. Stat. §§ 13.824

Data collected by an automated license plate reader.

### Portable Recording System Data (Private/Nonpublic)

Minn. Stat. §§ 13.825

Data collected by a portable recording system are private or nonpublic except as set forth in Subd. 2 (a).

### Corrections and Detention Data (Private/Confidential)

Minn. Stat. § 13.85

Corrections or detention data which would disclose medical, psychological, or financial information or endanger an individual's life.

Corrections or detention data to the extent release of the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute and relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

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### Investigative Detention Data (Private/Confidential)

Minn. Stat. § 13.86

Investigative detention data which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely to subject the informant to physical reprisals by others.

### Criminal History Data (Private/Confidential)

Minn. Stat. § 13.87, Subd. 1

Criminal history data is private, except convictions of crimes which are public data for 15 years following the discharge of the sentence imposed.

### Mental Health Data obtained by Law Enforcement (Private/Confidential) Minn. Stat. § 144.294

Health records obtained by law enforcement under section 144.294.

### Juvenile Justice Data (Private/Confidential)

Minn. Stat. § 13.875, 260B.171, 260B.198, 260B.235

Certain juvenile justice data.

### Planning Survey Data (Private/Nonpublic)

Minn. Stat. § 13.59

The following data collected in surveys of individuals conducted for the purposes of planning, development and redevelopment: names and addresses of individuals and the legal descriptions of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business. In surveys of businesses conducted for the purposes of planning, development and redevelopment, the names, addresses, and legal descriptions of business properties and the commercial use of the property to the extent disclosure of use would identify a particular business.

### City Attorney Records (Privileged/Protected)

Minn. Stat. § 13.393

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility.

### Business Data (Private/Nonpublic)

Minn. Stat. § 13.591

The following data that are submitted by a business requesting financial assistance, a license, or other benefit are private or nonpublic: financial information about the business, including credit reports; financial statements; net worth calculations; business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market and feasibility studies not paid for with public funds. This data becomes public when financial assistance is granted except the following remain private or nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

### Municipal Obligation Register Data (Private/Nonpublic)

Minn. Stat. § 475.55, Subd. 6

Information with respect to the ownership of certain municipal obligations.

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### Auditing Data (Confidential/Protected Nonpublic/Private)

Minn. Stat. § 13.392

Data, notes and preliminary drafts of audit reports created, collected and maintained by the internal audit office of the City until the final report has been published or the audit or investigation is no longer being actively pursued. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individual's identity if the data was needed and would not have been provided without assurances that the individual's identity would remain private.

### Salary Benefit Survey Data (Nonpublic)

Minn. Stat. § 13.435

Salary and personnel benefit survey data purchased from consulting firms or nonprofit organizations or obtained from employees with written understanding that such data shall not be made public.

### Public Employees Retirement Association Data (Private)

Minn. Stat. § 13.63, Subd. 3

The following data on beneficiaries and survivors of members are private: home address, date of birth, direct deposit account number, and tax withholding data.

### Drug and Alcohol Test Results (Private/Confidential)

Minn. Stat. § 181.954

Drug and alcohol test results for public sector employees and job applicants.

### Safe at Home Program Participant Data (Private)

Minn. Stat. § 13.045, Subd. 3

Identity and location data on program participants who submit required notice.

### Electronic Access Data (Private)

Minn. Stat. § 13.15, Subd. 2

Data related to a person's access to a government entity's computer.

### Social Security Numbers (Private)

Minn. Stat. § 13.355, Subd. 1

The Social Security numbers of individuals, whether provided in whole or in part, collected or maintained by a government entity.

### Personal Contact and Online Account Information (Private)

Minn. Stat. § 13.356

Telephone number, e-mail address, internet user name, password, Internet protocol address, and any other similar data related to the individual's online account or access procedures collected, maintained, or received by the entity for notification purposes or as part of a subscription list for the entity's electronic periodic publications.

### Drinking Water Testing Data (Private/Nonpublic)

Minn. Stat. § 13.3805, Subd. 4

Data that identify the address of the testing site and the name, address, and telephone number of residential home owners of each specific site that is tested for lead and copper as required by the federal Safe Drinking Water Act, the United States Environmental Protection Agency's lead and copper rule, and the department's drinking water protection program.

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### Medical Data (Private)

Minn. Stat. § 13.384, Subd. 3

Data collected because an individual was or is a patient or client of a hospital, nursing home, medical center, clinic, health or nursing agency operated by a government entity including business and financial records, data provided by private health care facilities, and data provided by or about relatives of the individual.

### Deferred Assessment Data (Private)

Minn. Stat. § 13.52

Any data, collected by political subdivisions pursuant to section 435.193, which indicate the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment.

### Address of Candidate for Office (Private)

Minn. Stat. § 204B.06, Subd. 1b

A candidate's address of residence.

### Utility Disconnection (Private/Nonpublic)

Minn. Stat. § 13.681, Subd. 6

Utility data on disconnections provided to cities under section 216B.0976.

### Reporting Employee Identity (Private)

Minn. Stat. § 181.932, Subd. 2

Identity of an employee making a report under section 181.932, Subd. 1.