



TrekNorth Jr & Sr High School Fee Schedule

General Administrative Fees and Charges

Photocopying (School business)	5 pages or less: no charge Over 5 pages: \$0.25/page
Photocopying (Non-School business)	\$3.00 plus \$0.25/page
Fax (School business)	25 pages or less: no charge Over 25 pages: \$0.25/page
Fax (Non-School business)	\$3.00 plus \$0.25/page

General Research & Computer Generated List Fees

Base Research Rate/Public Data Request	\$50/hour (1 hr minimum)
Personnel Time	Hourly Rate plus Benefits
• 10 pages or under	\$10.00
• 11-100 pages	\$25.00
• Additional pages	\$.02/page
Computer Time	\$0.00
Supplies: Computer Paper	\$0.02/page
Computer Disks	\$2.00/disk
Copies	\$0.25/copy if over 5 Pages
Labels	\$0.02/label
Shipping	Actual Cost to Send

Summary of data practices procedures

The Minnesota Government Data Practices Act establishes a comprehensive system for compiling and distributing government data gathered by TrekNorth Jr & Sr High School. All government data collected and maintained by TrekNorth Jr & Sr High School is considered public unless otherwise classified by statute, temporary classification, or federal law as private or confidential with respect to data on individuals, or as non-public or protected non-public concerning data not on individuals.

Time limits

Requests will be received and processed only during normal business hours. Non-archived information requests will be processed within 5 working days. Archived requested will be processed within 10 working days.

Form of request and response

The request for public data may be verbal or written.

- TrekNorth Jr & Sr High School is not required to provide information verbally over the telephone.
- TrekNorth Jr & Sr High School may provide information by fax or e-mail, at its own discretion.
- TrekNorth Jr & Sr High School is not required to provide information in any specific format, except that if the data is maintained in electronic format and is requested to be electronic format, then it must be provided in that medium. This does not mean that TrekNorth Jr & Sr High School will provide the data in an electronic format or program that is different from what TrekNorth Jr & Sr High School has.

Questions of requesting parties

People requesting public data must not be asked to identify themselves or state a reason for the request. They may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

Access to data on individuals

Information about individual people is classified by law as public, private, or confidential.

People entitled to access

Public information about an individual may be shown or given to anyone.

Private information about an individual may be shown or given to:

- The subject, but only once every six months, unless a dispute has arisen or additional data has been collected.
- A person who has been given access by the express written consent of the data subject. This consent must be on the **consent to release private data form**, or a form reasonably similar.
- People who are authorized access by federal, state, or local law or court order.
- People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the *Tennessean* warning described below.
- People within TrekNorth Jr & Sr High School staff, TrekNorth Jr & Sr High School Board, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

Confidential information may not be given to the subject of the data, but may be shown or given to:

- People who are authorized access by federal, state, or local law or court order.
- People within TrekNorth Jr & Sr High School staff, TrekNorth Jr & Sr High School Board, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

Form of request and response

All requests to view or copy private or confidential information must be in writing. An **information disclosure request form**, must be completed to document who requests and who receives this information.

The responsible authority or designee must complete the relevant portions of the form. The responsible authority or designee may waive the use of this form if there is other documentation of the requesting party's identity, the information requested, and TrekNorth Jr & Sr High School's response.

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- TrekNorth Jr & Sr High School is not required to provide information in any specific format, except that if the data is maintained in electronic format and is requested to be electronic format, then it must be provided in that medium. This does not mean that TrekNorth Jr & Sr High School will provide the data in an electronic format or program that is different from what TrekNorth Jr & Sr High School has.

Identification of requesting party: The responsible authority or designee must verify the identity of the requesting party as a person entitled to access. This can be through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in school records, or other reasonable means.

Summary data: Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The responsible authority or designee will prepare summary data upon request and the requesting party pays for the cost of preparation. The responsible

authority or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the responsible authority must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means. The responsible authority may ask an outside agency or person to prepare the summary data if:

- the specific purpose is given in writing,
- the agency or person agrees not to disclose the private or confidential data, and
- the responsible authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data.

Juvenile records

The following applies to *private* (not confidential) data about people under the age of 18.

Parental access: In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. “Parent” means the parent or guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the responsible authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.

Denial of parental access: The responsible authority or designee may deny parental access to private data when the juvenile requests this denial and the responsible authority or designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the responsible authority or designee will consider:

- Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect the juvenile from physical or emotional harm,
- Whether there is reasonable grounds to support the juvenile’s reasons, and
- Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor. TrekNorth Jr & Sr High School complies with all HIPPA requirements.

The responsible authority or designee may also deny parental access to health records without a request from the juvenile under Minnesota Statutes Section 144.335.

Collection of data on individuals

The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, school Board, or federal government. When an individual is asked to supply private or confidential information about the individual, TrekNorth Jr & Sr High School employee requesting the information must give the individual a *Tennessee* warning. This warning must contain the following:

- the purpose and intended use of the requested data,
- whether the individual may refuse or is legally required to supply the requested data,
- any known consequences from supplying or refusing to supply the information, and
- the identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennessee* warning is not required when an individual is requested to supply investigative data to a law enforcement officer. A *Tennessee* warning may be on a separate form or may be incorporated into the form which requests the private or confidential data.

Denial of access

If the responsible authority or designee determines that the requested data is not accessible to the requesting party, the responsible authority or designee must inform the requesting party orally at the time of the request or in writing as soon after that as possible. The responsible authority or designee must give the specific legal authority, including statutory section, for withholding the data. The responsible authority or designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

Data Protection

Accuracy and currency of data

- All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate staff person, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- All records must be disposed of according to TrekNorth Jr & Sr High School's records retention schedule.

Data safeguards

- Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
- Private and confidential data must be kept only in school offices, except when necessary for school business.
- Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:
 - not discuss, disclose, or otherwise release private or confidential data to school employees whose job responsibilities do not require access to the data,
 - not leave private or confidential data where non-authorized individuals might see it, and
 - shred private or confidential data before discarding.
- When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act.