



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
BRAVELY LIVE THEIR TRUTH,
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Policy 320

Administration of the Minnesota Government Data Practices Act

Adoption:	October 28, 2024
Revision History	
Last Board Review: October 28, 2024	
Next Board Review: October 2027	
Review Frequency: Every 3 Years (per Policy 208)	

I. PURPOSE

The purpose of this policy of the Board of Heartland Lakes Community School (HLCS) is to fully comply with the Minnesota Government Data Practices Act (MGDPA).

II. POLICY STATEMENT

This policy will address the appointment of the Responsible Authority, Designee and Data Practices Compliance Official. It will also establish the duties of these officials.

III. APPOINTMENT AND DUTIES OF THE RESPONSIBLE AUTHORITY

- A. The Director is hereby appointed by the Board to be Heartland Lakes Community School's Responsible Authority (RA). The Responsible Authority ("RA") is ultimately responsible for the collection, use, and dissemination of all Heartland Lakes Community School's data, and for all of the school's data practices decisions. The RA must also ensure that the school complies with all of the requirements of the MGDPA and the accompanying rules.
- B. The specific duties of the RA are as follows:
 1. To prepare access procedures for members of the public and data subjects;
 2. To establish procedures to ensure that data on individuals are accurate, complete and current;
 3. To establish security safeguards for data on individuals;

4. To establish procedures to ensure that HLCS responds to requests for government data appropriately and promptly;
5. To prepare summary data;
6. To apply to the Commissioner of Administration for temporary classification of data;
7. To ensure that HLCS complies with the MGDPA and the accompanying rules;
8. To appoint designees;
9. To appoint a Data Practices Compliance Official;
10. To respond to requests for data;
11. To be responsible for files and systems containing government data; and
12. To answer inquiries from the public concerning the MGDPA and the accompanying rules.

IV. APPOINTMENT AND DUTIES OF THE DESIGNATED AUTHORITY (DA)

- A. The Board will appoint a Designee if appropriate.
 1. The Board appoints the Operations Manager as the DA.
- B. The DA shall help administer and implement the requirements of the MGDPA and the accompanying rules. These duties include:
 1. Receiving and complying with requests for government data;
 2. Answering inquiries from the public concerning the MGDPA and the accompanying rules;
 3. Being in charge of and responsible for individual files or systems containing government data.

V. APPOINTMENT OF THE DATA PRACTICES COMPLIANCE OFFICIAL

- A. The Board will appoint a Data Practices Compliance Official ("DPCO").
 - a. The Board appoints the Board Chair as the DPCO.
- B. If appointed, the DPCO will receive and respond to questions or concerns about data practices problems, including problems in obtaining access to data that HLCS maintains.

This policy designates the Board Chair as the DPCO.

Legal References: Minn. Stat. §124D.10 (Charter School law)
Minn. Stat. §13.02 (Compliance with MGDPA)
Minn. Stat. §13.03 (Access Procedures Under MGDPA)
Minn. Stat. §13.05 (Procedures to Ensure Accuracy Under MGDPA)

Resources: Data Practices sample access policies are available at:
www.ipad.state.mn.us/docs/accesspol.html