

Minnesota State College Southeast “Know Your Rights” for Employees

Under the Minnesota Government Data Practices Act (MGDPA), individuals who are subjects of data collected or maintained about them by Southeast have certain rights. This policy statement does not amend or supersede any rights you may have under your collective bargaining agreement or applicable personnel plan.

If you have any questions concerning your rights under the data practices act, contact Maryellen Kanz, Chief Human Resources Officer, at 507-4535-2673.

Right to know what data is kept about you and how it is classified...

Upon request, you may be informed about what data Southeast is keeping about you and how it is classified under the MGDPA. You have the right to see data about yourself that is classified as public or private. If the college or university maintains data about you that is classified as “confidential,” it will tell you, but you will not be allowed access to such data.

Southeast may ask you to make your request in writing to ensure we understand your request. There is no charge for simply viewing your data, but if you ask for copies, there may be a charge.

Access to private data need not be given more often than every six months unless a dispute about the data is pending or additional data is collected or created.

Access to your data will be given immediately, if reasonably feasible, or within ten working days of your request.

Tennessean Warning...

When Southeast collects data from you that is classified by the MGDPA as private or confidential, you will usually have a right to be notified of the following:

- Why the data is being collected and how it is to be used;
- Whether you are legally required to provide the data, and what the consequences are if you provide or do not provide the data;
- Who has the legal right to have access to the data (not specific names, but categories of persons or entities).

This notice does not need to be in writing.

Right to challenge the accuracy or completeness of data about you...

If you think that data maintained by Southeast about you is inaccurate or incomplete, you may file a data challenge to request to have the data changed.

Accurate means the data is reasonably correct and does not contain factual errors; *complete* means that the data describe the history of your contacts with Southeast in a complete way. This procedure is not a substitute for any grievance process available under your collective bargaining agreement or applicable personnel plan.

To make a data challenge, write to Maryellen Kanz, Chief Human Resources Officer, and state clearly that you are making an accuracy or completeness challenge; identify the data you are challenging, and

what you think should be done. The college will decide within thirty days whether it agrees with your challenge. If it agrees, your data will be amended appropriately. If the college disagrees or believes that your request is to something other than the accuracy or completeness of the data, the challenge will be denied.

If your challenge is denied, you have the right to file an appeal with the Commissioner of the Minnesota Department of Administration. Your appeal must be in writing and filed within sixty days of the college or university's decision.

If you believe the public or private data Southeast maintains about you is inaccurate or incomplete, you have the right to include a statement of disagreement with the data. If the disputed data is released to a third party, Southeast will include your statement of disagreement with the data.

Minnesota Statute section 13.43 identifies the personnel data that is public for employees of the college. This information is available at <https://www.revisor.mn.gov/statutes>