



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

Policy 903 Access to Data For Individual Data Subjects

Number: 903
Date Created: 06/08/2025
Adopted: 06/17/2025

903 ACCESS TO DATA FOR INDIVIDUAL DATA SUBJECTS

I. PURPOSE

The purpose of this policy is to outline the process by which an individual, including a parent or guardian, may request access to data maintained by Three Rivers Montessori (TRM) about themselves or their minor child, in compliance with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

II. DEFINITIONS AND CONSTRUCTION

All definitions used in this policy shall be consistent with those provided in the MGDPA and Minnesota Rules Chapter 1205. This policy is intended to align with all applicable data privacy laws and does not provide additional rights beyond those established by law or other TRM policies.

III. RIGHT TO ACCESS DATA

Upon request, TRM will inform an individual whether it maintains data about them, their minor child, or a person for whom they are legal guardians, and the classification of that data (public, private, or confidential). Upon further request, TRM will provide access to any public or private data maintained about the individual at no charge, and will explain its content and meaning. After providing access, TRM is not required to do so again for six months unless new data has been collected or created.

IV. MAKING A DATA REQUEST

Requests to review or obtain copies of data must be submitted in writing using the form in Attachment B and directed to the appropriate TRM data practices contact listed in Attachment C. TRM may accept verbal requests or reduce verbal requests to writing at its discretion.

V. PROCESSING A DATA REQUEST

TRM will make reasonable efforts to comply with written requests immediately. If immediate compliance is not possible, TRM will respond within ten (10) business days.

If TRM has the requested data and may lawfully disclose it, TRM will either:

1. Arrange a time and place for in-person review (at no cost); or
2. Provide copies in paper or electronic format (if the data is maintained electronically).

Prepayment may be required for copies. If data cannot be disclosed, TRM will inform the requester of the reason, and upon request, will provide a written certification citing the applicable legal basis.

VI. CREATING NEW DATA OR RESPONDING TO QUESTIONS

TRM is not obligated to create new data, collect new data, or reformat data in a way not already maintained by the school. TRM is not required to answer questions unless they constitute a data request.

VII. IDENTIFICATION REQUIREMENTS

TRM reserves the right to require proof of identity, such as photo identification, when an individual requests private data on themselves or their minor child. Private data will not be released to third parties without a valid, signed release from the data subject.

VIII. RIGHTS OF DATA SUBJECTS

A. Challenging Accuracy

Individuals who believe data maintained by TRM is inaccurate or incomplete may request an amendment by submitting a written request to the responsible authority listed in Attachment C. TRM will respond in accordance with the MGDPA.

B. Tennesen Warning (Notice of Data Collection)

When TRM collects private or confidential data, individuals will be notified of how the data will be used, who has access, and whether the individual may refuse to provide it.

C. Other Legal Rights

This policy does not limit any other rights granted by the MGDPA or other applicable laws. Data subjects have all rights under Minnesota Statutes §13.04.

IX. COPY COSTS

For 100 or Fewer Black and White Paper Copies: \$0.25 per one-sided page

For All Other Copies: Actual cost of labor, materials, and mailing

Copy fees may be waived at the discretion of the responsible authority if collection of the fee outweighs administrative burden or serves public interest.

Legal References: Cross References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Public Data Access Policy; Data Subject Rights and Access Policy; Availability of Public Data Access Policies)
Minn. Stat. § 13.03 (Access to Government Data; Costs for Providing Copies of Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.43 (Civil Investigative Data)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Rules Part 1205.1200, subpart 2 (Duty of Responsible Authority to Inform Public Where to Direct Inquiries)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
Minnesota Department of Administration Advisory Opinion 13-007
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)

Attachment A

Data Request Form:
Requests for Data on Individuals Date of Request:

Method of Access to Data:

- ☐ In-Person Review
- ☐ Copies
- ☐ Both (in-person review and copies)

(Note: In-person review is free, but there is a charge for copies)

Description of Requested Public Data:

(Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.)

Contact Information for Individual Requesting Data:

Name: _____

Address: _____ Telephone: _____ Email: _____

Verification of Identity:

- ☐ Driver's License
- ☐ Personal Knowledge
- ☐ Other Form of Identification

Return Completed Form To:

Paula Henry, Data Practices Compliance Official Three Rivers
Montessori Charter School
107267 Yale St. NW
Elk River, Minnesota 55330
admin@threeriversmontessori.org

