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1. PURPOSE

- a. The purpose of this policy is to ensure school data is accessible as required by law.

2. GENERAL STATEMENT OF POLICY

- a. It is the policy of NEW MILLENNIUM ACADEMY (NMA) school district that data access will be provided to the public as stipulated by law.

3. RESPONSIBILITY

- a. The Executive Director is the Responsible Authority Superintendent for purposes of this policy. Data access requests should be directed to:

Executive Director
New Millennium Academy
5105 Brooklyn Blvd
Brooklyn Center, MN 55429
763-235-7900

4. PROCEDURES

- a. Right to Access Public Data.
 - i. The Data Practices Act, Minnesota Statutes Chapter 13, presumes that all government data are public unless a state or federal law says the data are not public.
 - ii. Government data includes all recorded information a government entity has, including paper, electronic, email, discs, photographs, etc.
 - iii. The Data Practices Act also provides that NMA must keep all government data in a way that makes it easy to access public data. Any member of the public has a right to inspect (look at), free of charge, all public data that we keep. Any member of the public also has the right to get copies of public data.
 - iv. The Data Practices Act allows NMA to charge for copies. Any member of the public have the right to look at data, free of charge, before deciding to request copies.
- b. How to Make a Data Request.
 - i. To look at data or request copies of data that NMA keeps, make a written request. Make a written request to the individual listed as the Responsible Authority Superintendent in this policy. Any individual may make a written request by email, mail, or in-person. The request should include a clear description of the data they would like to inspect or have copied.
 - ii. NMA cannot require a member of the public to identify him or herself or explain the reason for the data request. However, depending how they want NMA to process the request, NMA may need some information about the individual requesting the date.





For example, if they want to mail them the information, NMA will need your address. In addition, if NMA does not understand your request and has no way to contact the person requesting, NMA will not be able to begin processing the request.

- c. How NMA Responds to a Data Request.
 - i. Data request must be submitted in writing to be processed. Upon receiving a written request, NMA will process it.
 - ii. If NMA does not have the data, NMA will notify the individual in writing.
 - iii. If NMA has the data, but the data is not public data, NMA will notify the individual in writing and state which law says the data are not public.
 - iv. NMA will arrange a date, time, place for the individual to inspect the data, for free, if that is their request.
 - v. NMA will provide copies of the data to the individual if that is their request. NMA may charge you 25 cents per page for copies, and NMA will expect pre-payment for the copies.
 - vi. The Date Practices Act does not require NMA to create or collect new data if NMA does not already have the data or to provide data in a specific form or arrangement.

